



**Labor Compliance
Contractors Payroll's User Manual**

HILL
Hill International

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CHAPTER 1 INTRODUCTION

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1.1 Overview

TRS Consultants, Inc. (TRS) a Hill International Company has implemented Labor Compliance Management (MYLCM), a state-of-the-art, software application for labor compliance management. This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

1.2 Labor Compliance Management (MYLCM)

The web-based MYLCM function is designed to streamline the reporting and monitoring process of state and federal prevailing-wage laws, including the Davis-Bacon Act. The MYLCM functionality collects electronic certified payroll data and automatically verifies it against applicable prevailing wage rates. The MYLCM reporting and monitoring platform enables contractors to interface with The City of San Leandro (The City), and vice versa, in a secure environment.

The unique feature of the MYLCM functionality enables it to collect certified payroll data directly from the output file from a contractor's payroll system. Therefore, it significantly reduces the burden of the reporting requirements for contractors and subcontractors. It also provides web-based reporting forms for those contractors who currently may not use an electronic payroll system in-house.

1.3 Suggested System Requirements

Although contractors can connect to MYLCM System from any computer with Internet access, we recommend the following minimum requirements.

Processor: Pentium® III 933 MHz

Operating System: Windows® XP or later version

Hard Disk: 500 MB free

RAM: 256 MB

Display: Super VGA (800x600) or higher resolution monitor

Web Browser: Internet Explorer 6.0 or higher

Internet Connection: 56,000 bps or faster modem, ISDN, DSL or LAN connection

CHAPTER 2 GETTING STARTED

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2.1 Recommended Internet Settings

Before using the application, we recommend that users update their Internet Explorer settings in order to improve and facilitate the use of the application.

Pop-Up Blockers

The MYLCM System application uses pop-up windows. In order to use the application, you may need to alter your pop-up blocker. TRS recommends adding the following website to the allowed list in the pop-up blocker settings: <https://app.myMyLCM.com>.

Cache Settings

TRS recommends that users change the cache setting to prevent web browsers from displaying “cached” (old) information.

To edit these settings:

1. Open Internet Explorer.
2. From the “Tools” menu, select “Internet Options” to open the Internet Options window (Figure 1).
3. In the Internet Options window, select “General Tab” (Figure 2). From the select “Temporary Internet files” section select “Settings” to open the Settings window (Figure 3).
4. Verify that the setting for “Check for newer versions of stored pages:” is set to “Every visit to the page.” If not, select this option and click “OK”
5. Click “OK” on the Internet Options window to complete cache settings update.



Figure 1 - Tools Menu, Internet Options



Figure 2 - Internet Options Window



Figure 3 - Settings Window

Security Settings

TRS recommends adding the website address to the user's "Trusted Sites" list on their computers. This will help the website load more quickly.

To edit the security settings:

1. Open Internet Explorer.
2. From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).
3. In the Internet Options window click on the "Security" tab (Figure 4).
4. Click on the "Trusted Sites" icon and then click on the "Sites..." button to open the Trusted Sites window (Figure 4).

Type in the MYLCM website address, <https://app.myMyLCM.com>, and click on "Add" and then click on "OK" to return to the Internet Options window (Figure 5).

5. Click "OK" on the Internet Options window to complete the recommended security settings update.

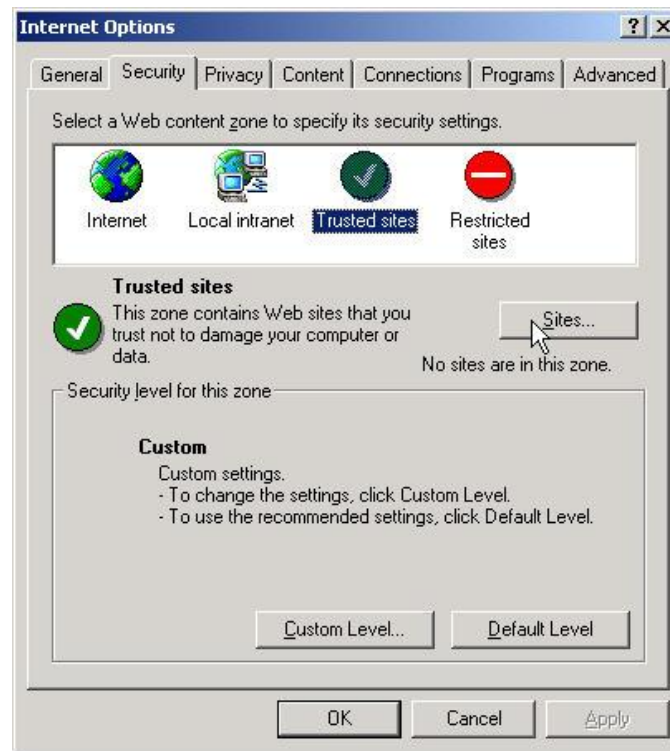


Figure 4 - Internet Options Window, Security Tab

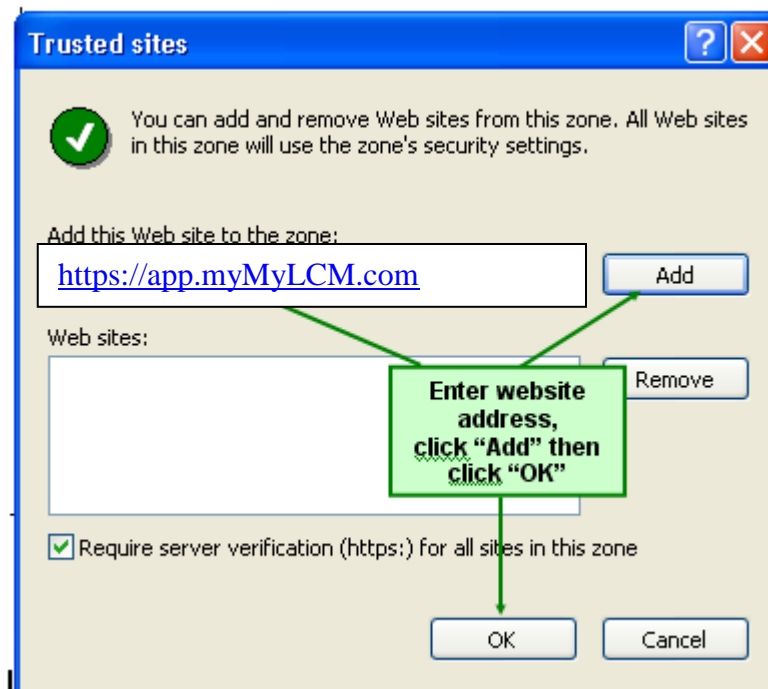


Figure 5 - Trusted Site Window

2.2 Registering with TRS' MYLCM System

Online registration must be completed before contractors can begin using MYLCM. To complete this process:

Type the following address into the Internet Explorer browser address bar:
<https://app.myMyLCM.com>. This will direct the user to the home page for MYLCM (Figure 6).

Note: Users may also use this web site to login to the system. Once registered, just click the login button and it will direct users to the login screen.

Note: Your Company only should register once.

1. Click the Registration button to continue.

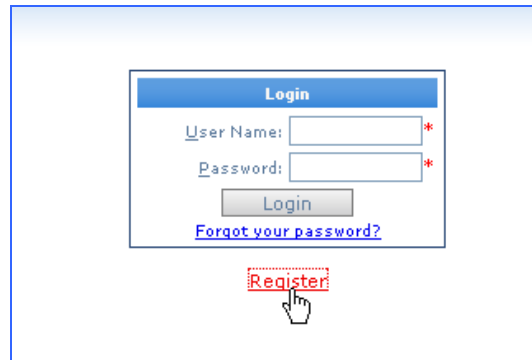


Figure 6 - Click on Register

The Registration information requested on the first registration screen is divided into three sections (Figure 7).

- Project

Note: You will need to select the Agency you will be working for.

You will only be allowed to select one Agency at this time, if you work for multiple Agencies, once registered, you will need to login to the system and go to Company Profile to add the other Agencies. (See section 3.4)

- General Information
- Contact Information

Note: The company contact is the individual who will be using or administering the use of MYLCM. All correspondence and update information will be directed to this individual.

- Company Profile

Note: All bold texts are mandatory fields.

2. Complete all of the mandatory information on this screen.

Registration Form (please note that the field with bold label is required)

Agency:	<-- Please Select -->	Tax Payer ID:	
Company Name:		Phone:	
Address:			(111)123-4567 / with ext. (111)123-4567-890
Address Contd:		Alternate Phone:	
Country:	<input checked="" type="radio"/> USA <input type="radio"/> Canada	Fax:	
State:	CA	Contractor's License No.:	
City:			
Zip:			

Contact Information

Last Name:		Direct Phone:	
First Name:		Cell Phone:	
Title:	<-- Please Select -->	Email Address:	

Company Information

Business Type: ☐ Consultant ☐ Contractor ☐ Trucker ☐ Supplier ☐ Manufacturer ☐ Other business Type

Certified Information

Is Your Company DBE, MBE or WBE Certified? ☐ Yes ☒ No

Your User Name and Password

User Name:	
Password:	
Confirm Password:	
Security Question:	
Security Answer:	

6 5 7 4 9 Refresh

Submit Cancel

Figure 7 - Registration Form

3. Enter the code given in the bottom of the screen and click "Submit" (Figure 8).

d r a b i Refresh

Submit Cancel

Figure 8 - Enter Code and Click Submit

You will receive a message "Your registration is successful" and will be logged into the MYLCM application.

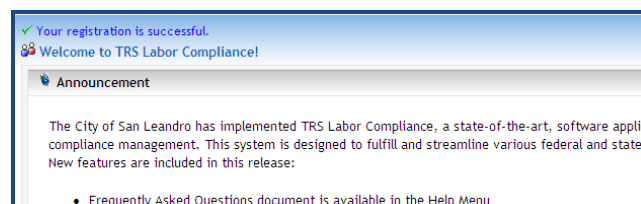
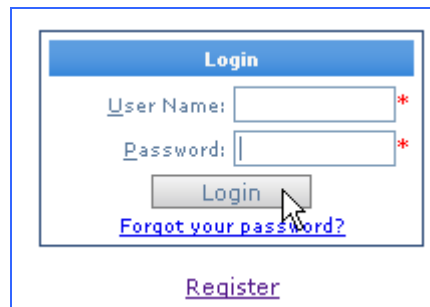


Figure 9 - Successful Registration

2.3 Logging in to MYLCM System

1. Open the Internet browser and type in the following website url in the address bar and click the log in button (Figure 10): <https://app.myMyLCM.com>
2. Enter the User ID and Password into the fields listed and click “Submit” (Figure 10).

Note: *Contact Customer Support if you need help with what to enter.*



The login screen features a blue header with the word "Login". Below it are two input fields: "User Name:" and "Password:", each followed by a red asterisk. A "Login" button is positioned below the password field. To the right of the button is a link "Forgot your password?". At the bottom of the form is a link "Register".

Figure 10 - Log in Screen

3. You may see announcements and messages such as those in Figure 11 when you log on. Click on the link to be directed to the CPR Page.

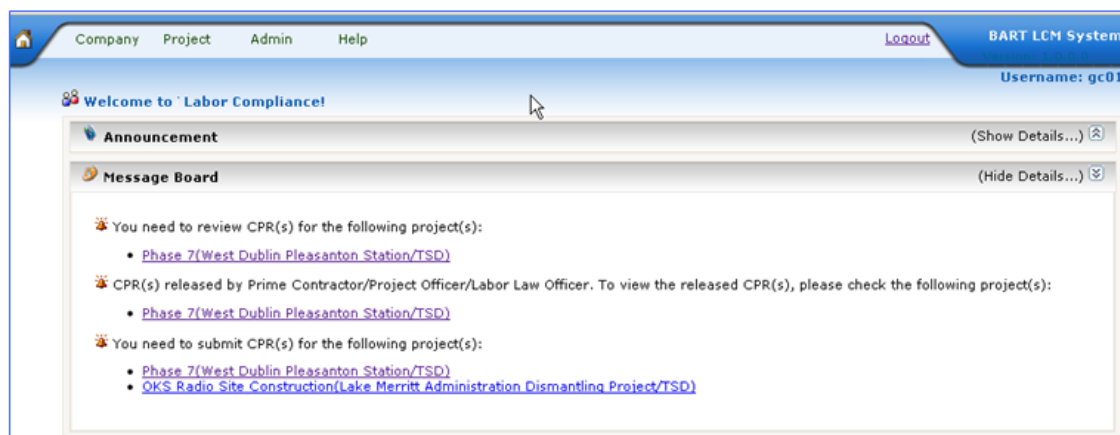


Figure 11 – Announcement and Message Board Screen

2.4 Selecting a Project

When you log in to the application, you will see a list of menus on the top of the screen; you may also see red informational messages

To select a project:

1. Select “Project” from the main menu.

2. Scroll down to “Select Project” (Figure 12).

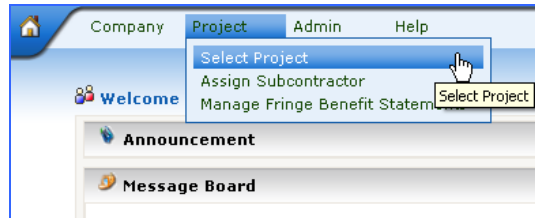


Figure 12 - Selecting a Project Screen

By default the project name will appear on the left hand side of the screen and on the right hand side of the screen you will see two tabs, “Project Details” and “Local Information.”

You may click on those tabs at any time to view the information (Figure 14 and Figure 15).

3. Click on the project

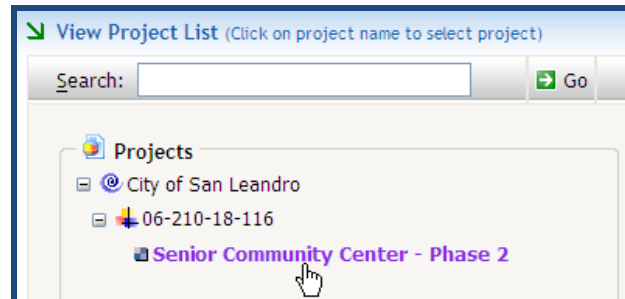
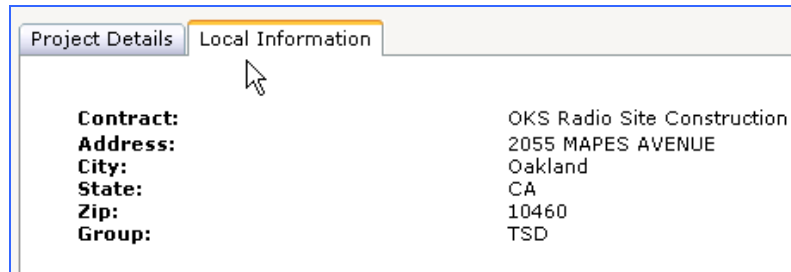


Figure 13 – Select Group Screen

Note: Contractors at higher tiers must assign subcontractors to the project. When your firm is assigned, the contractor will receive an e-mail indicating this has taken place. The project will appear on the list of Contracts. See Chapter 3 for tasks you may do while the assignment is taking place.

Project Details		Local Information
Project Name:	Lake Merritt Administration Dismantling Project	
Contract Number:	08-10328D	
Award Amount:	\$2,180,000.00	
Contract Description:	OKS Radio Site Construction	
Contract Execution Date:	2/22/2008	
NTP Date:	3/4/2008	
Close Out Date:		
CM/Contractor:	TRU-VAL ELECTRIC CORP.	
D.B.E.	0	
Project Type:	Capital Improvement	
Project/CM Project Officer:		
Senior Project Officer:		
Chief Project Officer:		
Project Archived Date:		
Substantial Complete Date:		
Federal Grant Number:		
Advertising Date:	7/1/2008	
Bid Opening Date:	2/4/2008	
Federal Contract Percentage:	0 %	

Figure 14 – Viewing Project Details Screen

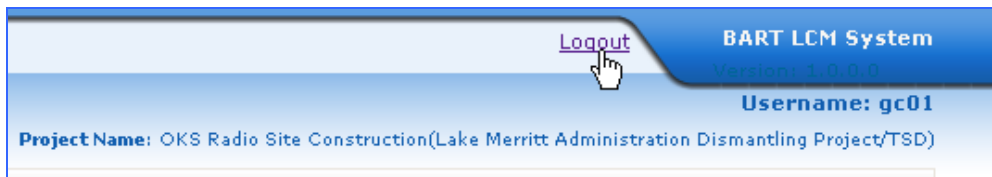


Project Details	
Contract:	OKS Radio Site Construction
Address:	2055 MAPES AVENUE
City:	Oakland
State:	CA
Zip:	10460
Group:	TSD

Figure 15 – Selecting Local Information Tab Screen

2.5 Logging out of MYLCM System

You may log out of the MYLCM System at any time by clicking “Logout” in the upper right-hand corner of the screen (Figure 16).



[Logout](#)

BART LCM System
Version: 1.0.0.0

Username: gc01

Project Name: OKS Radio Site Construction(Lake Merritt Administration Dismantling Project/TSD)

Figure 16 - Logout

CHAPTER 3 COMPANY SETUP

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3.1 Introduction

Contractors should perform a number of tasks in order to prepare for submitting payrolls for their company. These tasks include adding users, selecting company crafts, adding employees, and adding fringe benefit templates.

Each task may be done prior to being assigned to a project. The tasks are described in detail in the following sections.

3.2 Adding System Users

(Admin Users)

The application contains three defined roles so firms may provide security for the data being submitted. Each role is responsible for a set of tasks. Each user may be assigned to one role only. The table below identifies these access levels of each user role.

Note: Role is mutually exclusive

Table 1 - User Types

Company Admin	Data Entry	Submitters
Add/Edit all user information	Edit own user information	Edit own user information
Add/Edit employee profiles	Add/Edit employee profiles	Add/Edit employee profiles
Assign Subcontractors	Assign Subcontractors	Assign Subcontractors
Add fringe benefits	Add fringe benefits	Add fringe benefits
Select Crafts & Classes	Select Crafts & Classes	Select Crafts & Classes
Create CPRs	Create CPRs	Create CPRs
Sign and submit CPRs		Sign and submit CPRs
View own and subcontractor CPRs	View own and subcontractor CPRs	View own and subcontractor CPRs

The user account created during the registration is an Admin user. Before any CPRs can be submitted, at least one user must have signature privileges. Admin users may either add a signature to their own profile (created during registration) or add an admin user or payroll user with signature privileges. This section will explain how to add a new user; the next section will describe how to add signatures to existing user accounts.

To add a new user:

1. From the Admin menu, select “Manage Users” (Figure 17).

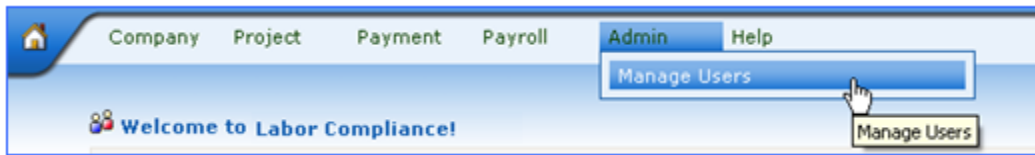


Figure 17 –Manage Employees Menu Screen

This will direct your web browser to the User List screen

2. On the User List screen, click the “Add New” button. This will open a new window.

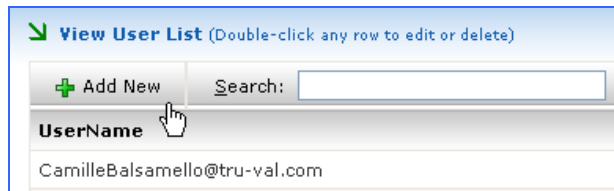


Figure 18 – User List Screen

3. Select all applicable Groups.
4. Select all applicable roles. If you choose “Company Admin,” you do not need to select any of the other options since Administrators have complete access to the application.
5. Assign Contract that you are responsible for.

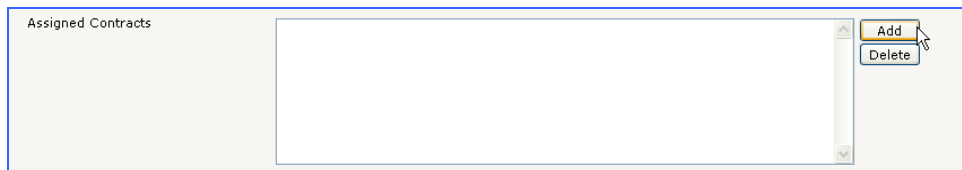


Figure 19 - Click on add to Assign Contracts

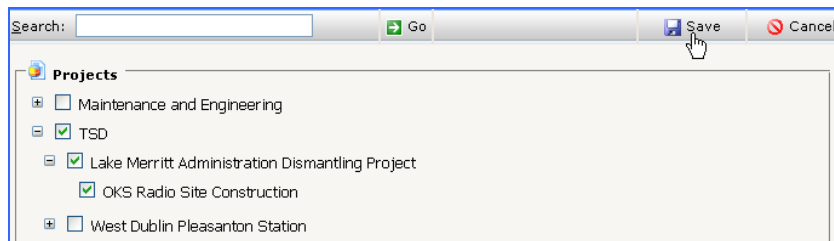


Figure 20 - Select Group, Project and Contract

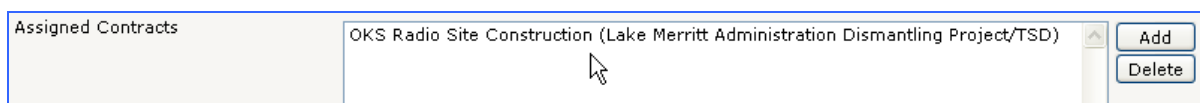


Figure 21 – Adding Contracts

6. Supply a user ID, password, user's full name and title. These fields are mandatory for all users.
7. Signature question and answer are only required when you check "Change Password?"

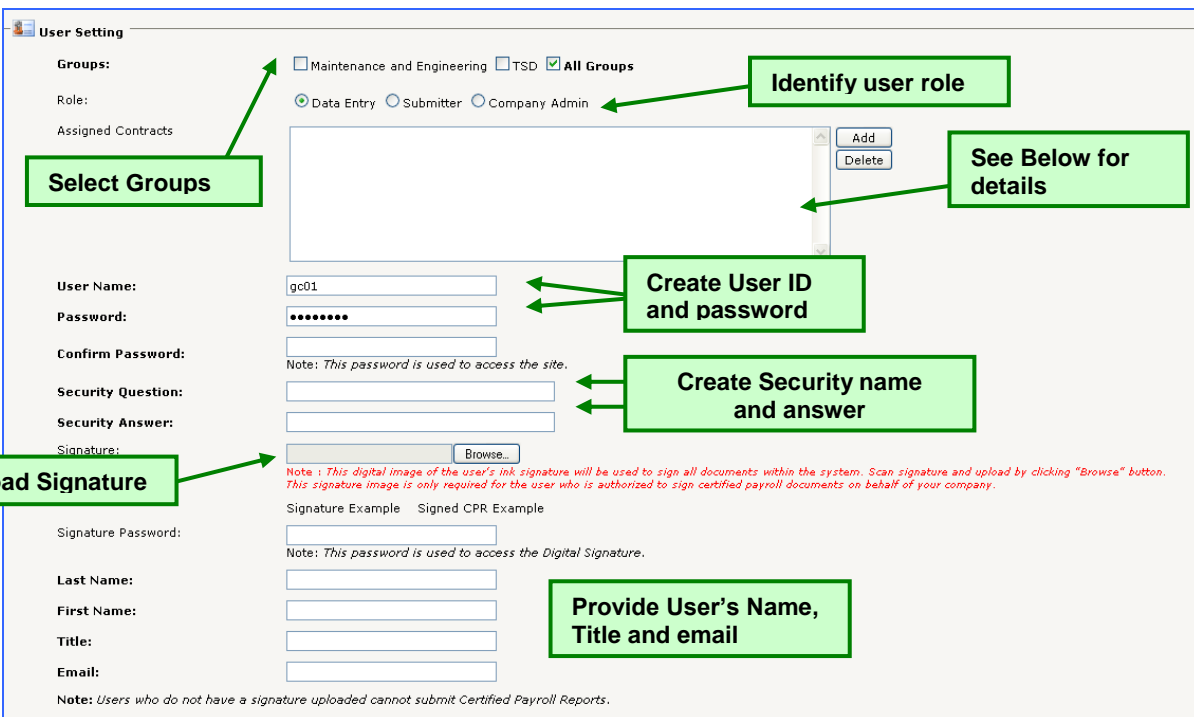
Note: All User IDs should be e-mail addresses. If the password is lost, the system can send an e-mail to this address.

8. If you are to have signature privileges (Company Admin or Submitter only), then an electronic image of your signature must be uploaded (refer to **Appendix 1 for detailed directions**).

Note: The signature option will only appear if "Company Admin" or "Submitter" is checked. There are no signature requirements for "Data Entry" users.

Accepted signature formats: .jpg, .jpeg, .gif, or .bmp, PDF FORMAT WILL NOT BE ACCEPTED.

9. Locate and select the signature file and click "Open." Note: The file size of the signature file should not exceed 100kb. The full pathname to the file will then appear in the box in front of the Browse button.
10. Once all fields are completed and the signature is uploaded, click "Save." The new user will appear on the table of existing users at the bottom of the screen. The new user will immediately be able to log in to MYLCM System.



The screenshot shows the 'User Setting' form with the following fields and annotations:

- Groups:** Maintenance and Engineering, TSD, ☒ All Groups
- Role:** ☒ Data Entry, ☐ Submitter, ☐ Company Admin (Annotated: **Identify user role**)
- Assigned Contracts:** (List box with 'Add' and 'Delete' buttons) (Annotated: **Select Groups** and **See Below for details**)
- User Name:** gc01 (Annotated: **Create User ID and password**)
- Password:** (Masked) (Annotated: **Create User ID and password**)
- Confirm Password:** (Annotated: **Create User ID and password**)
- Security Question:** (Annotated: **Create Security name and answer**)
- Security Answer:** (Annotated: **Create Security name and answer**)
- Signature:** (Browse button) (Annotated: **Upload Signature**)
- Signature Password:** (Annotated: **Create Security name and answer**)
- Last Name:** (Annotated: **Provide User's Name, Title and email**)
- First Name:** (Annotated: **Provide User's Name, Title and email**)
- Title:** (Annotated: **Provide User's Name, Title and email**)
- Email:** (Annotated: **Provide User's Name, Title and email**)

Note: Users who do not have a signature uploaded cannot submit Certified Payroll Reports.

Figure 22 –Add New User Screen

11. Click on Save.

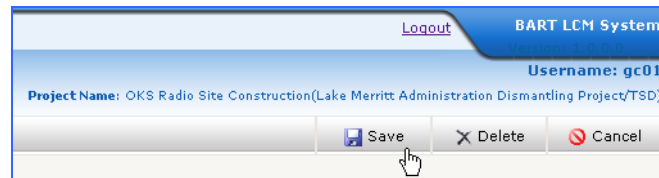


Figure 23 - Click on Save

Note: The user's full name and title will appear on the statement of compliance.

Passwords must contain 7 or more characters with at least one character being one non-alphanumeric for example: !@#\$,) and no longer than 20 characters in length.

If a user attempts to log into the MYLCM application unsuccessfully by entering the incorrect password five times the user will be automatically "Locked Out." The user will have to contact the company's admin to unlock the user. If the company's admin is "Locked Out," it will need to notify TRS Consultants.

Admin only: to unlock users, from the "view user list" screen, remove the check mark located to the right of the user's name.

User IDs and signature images cannot be edited. If this information changes, someone with an administrator role will need to add a new user.

If you misplace or forget your password, please refer to Appendix 3 – Customer Support.

3.3 Edit/Delete User Account

Administrators can edit or delete other users' profiles, including their own, while other users may only edit their own information. Additionally, administrators may use this feature to change the role and/or add signature privileges to an existing user.

To do this:

1. From the Admin menu bar at the top of the screen, click "Manage Users" (Figure 17).
2. From the list of Existing Users at the bottom of the screen, double click on the username. This will direct your browser to the User Setting Screen (Figure 25).

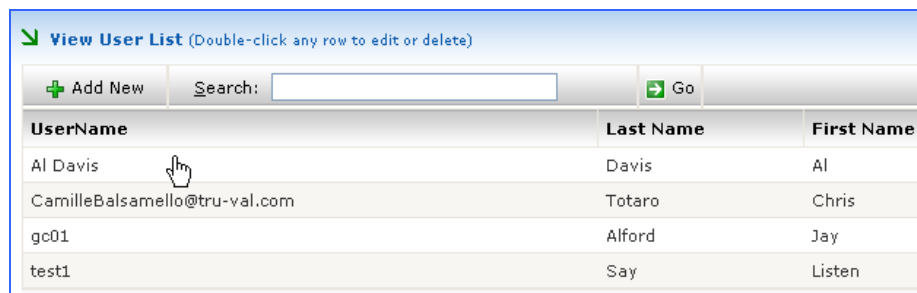


Figure 24 - User List Screen

3. To edit user's information, make any necessary changes and click on "Save" (Figure 25). A message "The user data is saved successfully." In blue will appear in the "Manage User" screen (Figure 26).

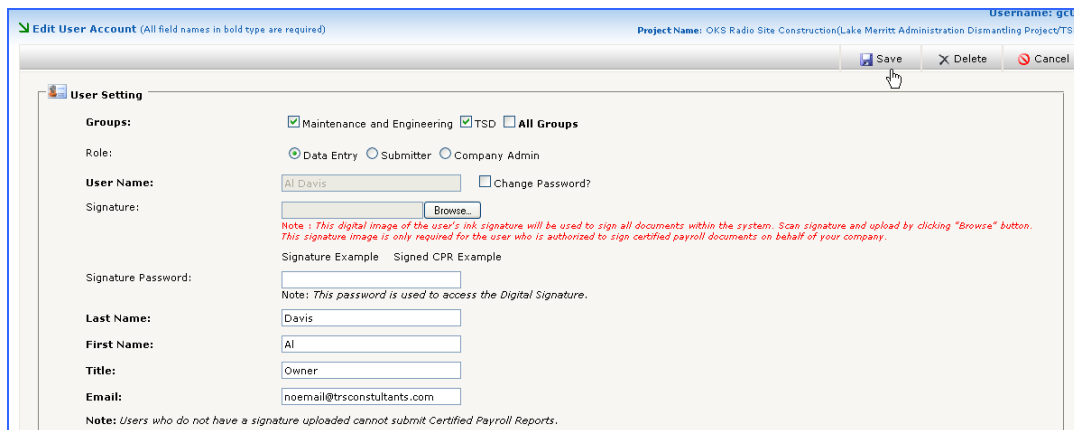


Figure 25 – Click on Save Screen

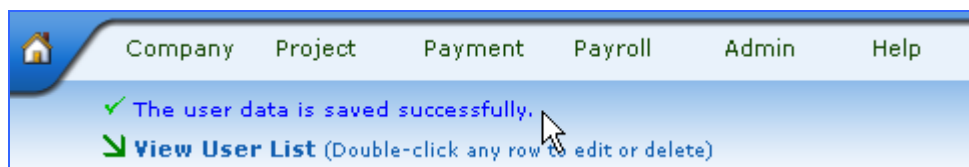


Figure 26 – Message "Data is Saved" Screen

The following information can be edited/added:

- User role (this can only be edited by admin users only)
- Password
- A signature image can be added (by admin users only) if no signature exists. Follow the instruction for adding a signature in the previous section.
- Signature password (for users with signatures)
- Full name
- Title

1. To delete a user, from the “User Setting” screen, click on “Delete” from the “User Setting” screen (Figure 27).

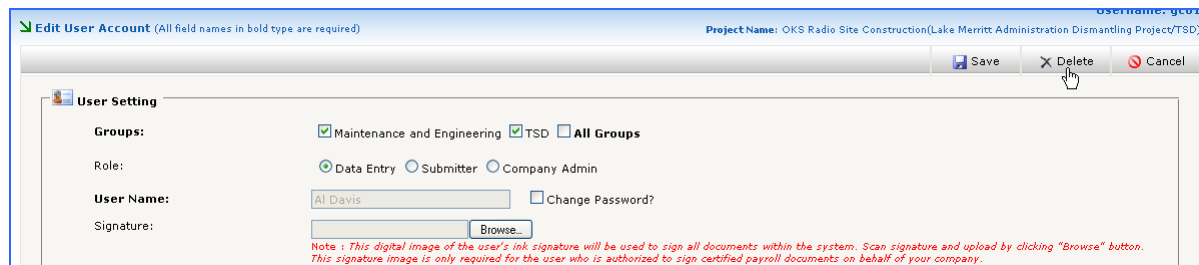


Figure 27- User Setting Screen

2. A message “Are you sure you want to delete?” will appear. Click on “OK” (Figure 28).

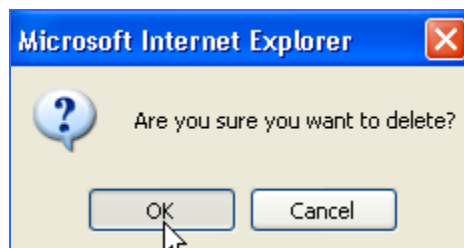


Figure 28 – Click on “OK” to Delete Screen

Once you click “OK” you will return to the “Manage User” screen.” The user you have deleted will no longer appear on the “View User List.”

3.4 Adding Agency to Company Profile

If you are working for multiple Agencies, you will need to add them to your company profile. Throughout the year, you may have reasons to update the information in your company profile, such as a change in employees or an office move.

1. Select “Manage Company” as shown below.

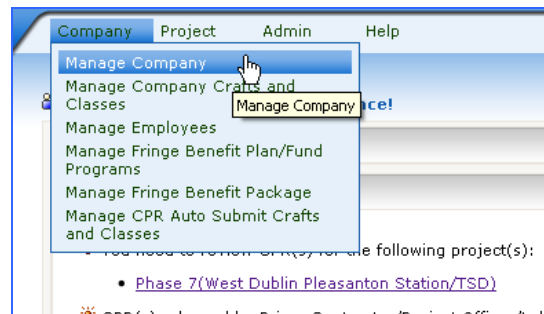


Figure 29 - Select Company Profile

2. Click on the “Add Agency” button.

The screenshot displays the 'Company Profile' screen with tabs for 'Company Profile', 'Certification Info', and 'NAICS'. The 'Company Profile' tab is active. It contains several sections: 'Agency' (with a radio button for 'California State University' and an 'Add Agency' button), 'Company Name/Legal Entity Name' (text field), 'Address' (text field), 'Address Contd.' (text field), 'Country' (radio buttons for 'USA' and 'Canada'), 'State' (dropdown menu), 'City' (dropdown menu), and 'Zip' (text field). To the right, there are fields for 'Tax Payer ID', 'Phone', 'Alternate Phone', 'Fax', 'State Employer ID', 'State License Board No.', 'DUNS Number', 'Workers Comp Carrier', and 'Doing Business As'. Below these is the 'Contact Information' section with fields for 'Last Name', 'First Name', 'Title', 'Direct Phone #', 'Cell Phone #', and 'Email Address'. At the bottom is the 'Company Information' section with 'Business Structure' (radio buttons for Corporation, Limited Liability Corporation, Partnership, Limited Liability Partnership, Joint Venture, Sole Proprietorship, Other) and 'Business Type' (radio buttons for Consultant, Contractor, Trucker, Supplier, Manufacturer, Other Business Type).

Figure 30 - Company Profile Screen

3. Select the Agency and click on Save.

Repeat steps 1 through 3 to add other Agencies.

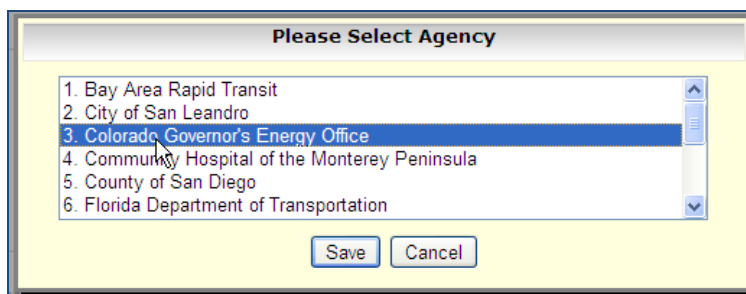


Figure 31 - Select Agency

4. Select “Save.”

3.5 Revising Company Profile Data

Throughout the year, you may have reasons to update the information in your company profile, such as a change in employees or an office move.

1. Select “Manage Company” as shown below.

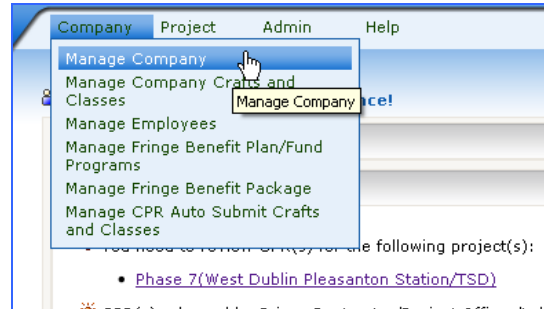


Figure 32 - Select Company Profile

2. Make any necessary changes.

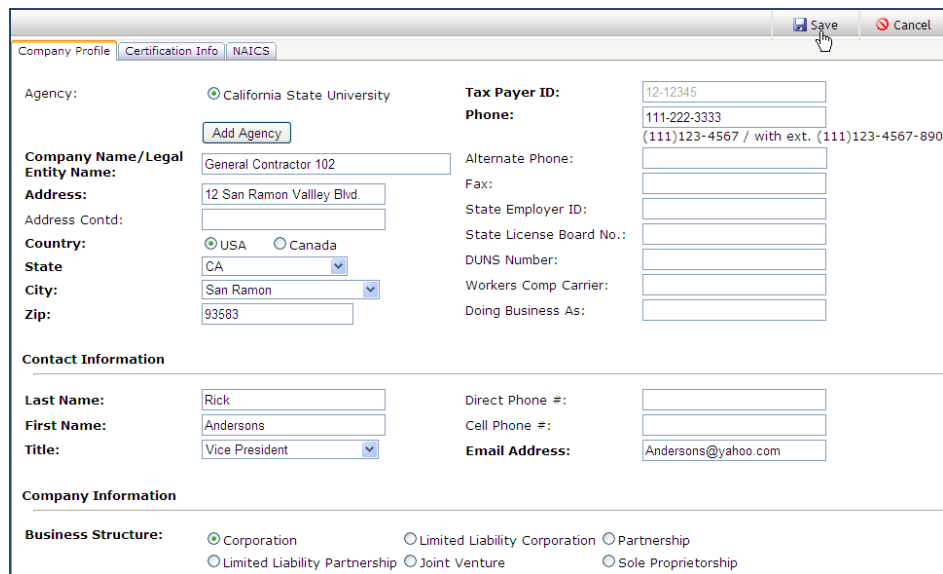

 A screenshot of the 'Company Profile' form. The form is divided into several sections: 'Agency' (California State University), 'Company Name/Legal Entity Name' (General Contractor 102), 'Address' (12 San Ramon Valley Blvd.), 'Country' (USA), 'State' (CA), 'City' (San Ramon), 'Zip' (93583), 'Contact Information' (Last Name: Rick, First Name: Andersons, Title: Vice President), and 'Company Information' (Business Structure: Corporation). The 'Save' button is highlighted in the top right corner.

Figure 33 – Click on Save

3. Select “Save.”

3.6 Manage Company Classes and Crafts

The Department of Industrial Relations’ list of crafts available is extensive. By identifying the crafts of the contractor’s workforce, the application will limit the list to only the applicable company crafts. Additionally, this will enable contractors to identify default crafts for their employees.

To select company crafts:

1. From the Company menu, click on the “Manage Company Classes and Crafts” option (Figure 34). This will direct your web browser to the Select Frequently Used Crafts and Classes screen (Figure 35).

Note: This is to reduce the list of available class and crafts in the CPR date entry screen.

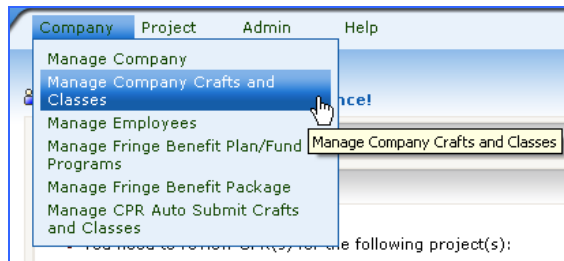


Figure 34 - Select Crafts & Classes Menu

2. From the “Available Crafts and Classes” table on the left, highlight the applicable craft then click the “>” button. This will create the list of “Selected Crafts and Classes” on the right side of the screen.

Note: To select multiple crafts and classes, hold the “Ctrl” key and select the crafts and classes. To assign the entire available crafts and classes click the “>>”. Crafts and classes can be unselected by checking the boxes next to the crafts on the “Selected Crafts and Classes” and clicking the “<<” button.

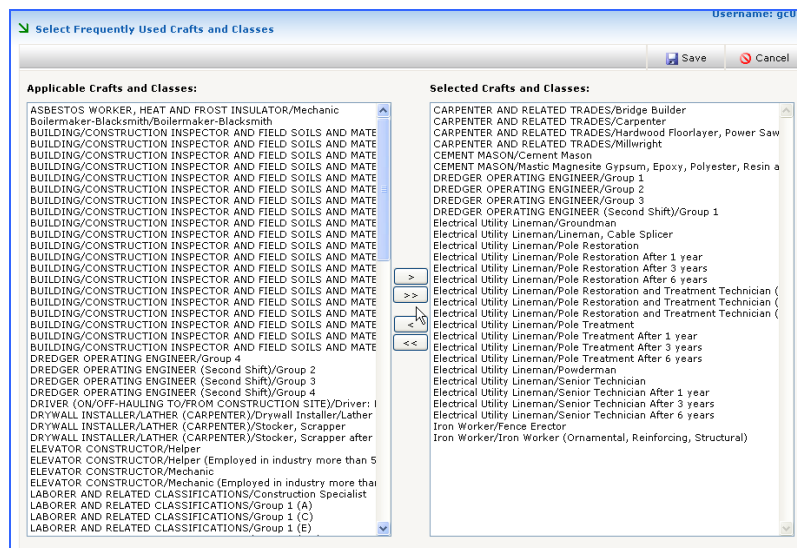


Figure 35 - Select Company Crafts

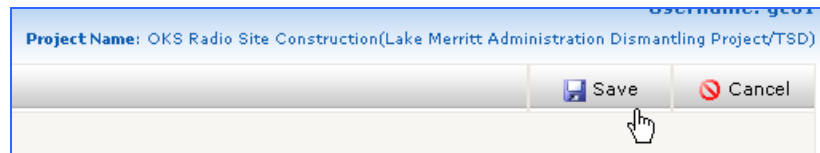


Figure 36 – Click on Save

3.7 Manage Employees

Once logged into the application, users may begin adding employees who will be working on the project. As employment conditions change, contractors may add additional employees at any time during the course of the project(s).

Note: Contractors who upload payroll files do not need to add employees. The employees will be added from the certified payroll report files. They may, however, need to edit employees if data changes or if any mandatory information is not contained in the payroll file.

To add an employee:

1. From the Company menu, select the “Manage Employees” option (Figure 37). The next screen will be the “View Employee List” screen.

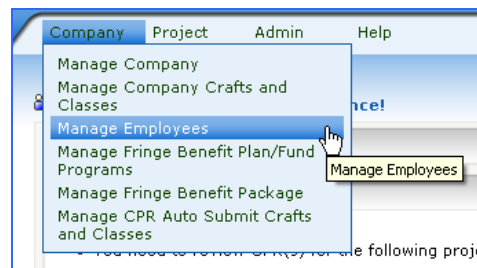


Figure 37 - Select Manage Employees Screen

2. Click on “Add New” to add an employee, a screen with two tabs will appear.
 - Employee Information
 - Craft and Classes

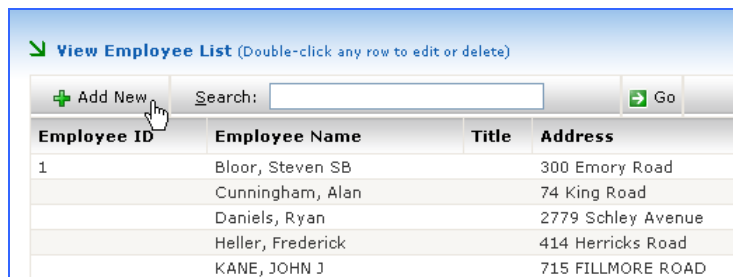


Figure 38 –Click on Add New Screen

3. Add all the employee information (Figure 39).

Note: The mandatory fields must be complete prior to submitting employee data. These fields' text is in bold.

- Suffix is available for employees who are Jr., Sr., III, etc.
 - Actual hire dates is needed.
4. In the employee address fields, you should supply the state prior to the city or zip code information.

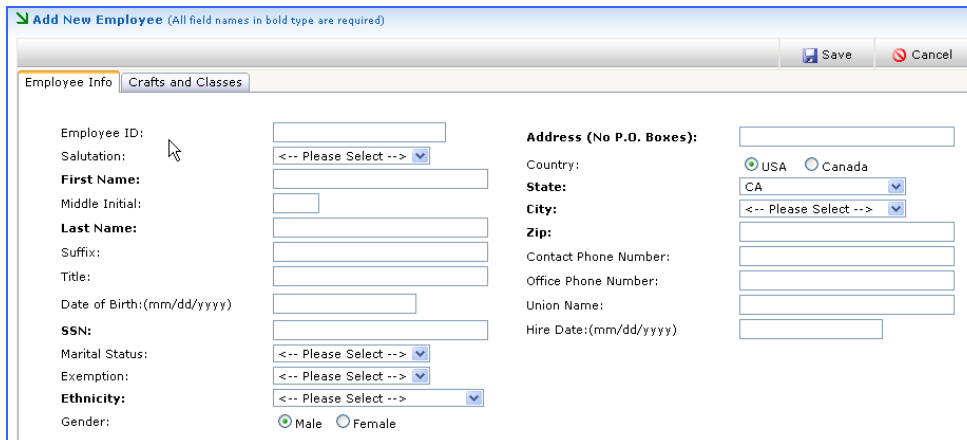


Figure 39 - Add Employee Screen

5. After completing the employee information, click on the “Crafts and Classes” tab.
6. Select the job group(s) and job class(es) that this individual works. This list is generated from the selected Classes and Crafts identified in the previous section. It is preferable to always default the employee’s craft; identify the default craft by clicking on the “Default” checkbox.

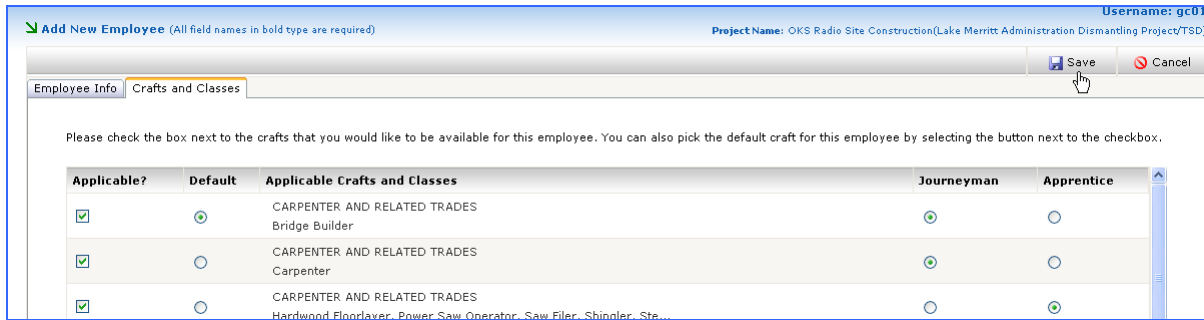
Note: This is to reduce the list of available class and crafts in the CPR date entry screen.

Each employee may only have one default craft.

An employee is always considered a Journey Worker if they are not an apprentice.

Supervisors need not have these values set unless they also provide labor on the project.

7. After completing the employee, crafts and classes information, click “Save” If everything was entered properly the computer will indicate, “Employee has been successfully added/updated!”



Add New Employee (All field names in bold type are required) Project Name: OKS Radio Site Construction(Lake Merritt Administration Dismantling Project/TSD) Username: gc01

Save Cancel

Employee Info **Crafts and Classes**

Please check the box next to the crafts that you would like to be available for this employee. You can also pick the default craft for this employee by selecting the button next to the checkbox.

Applicable?	Default	Applicable Crafts and Classes	Journeyman	Apprentice
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	CARPENTER AND RELATED TRADES Bridge Builder	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="radio"/>	CARPENTER AND RELATED TRADES Carpenter	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="radio"/>	CARPENTER AND RELATED TRADES Hardwood Floorlayer, Power Saw Operator, Saw Filer, Shingler, Ste...	<input type="radio"/>	<input checked="" type="radio"/>

Figure 40 - Employee's Craft and Classes

- Repeat these steps for each employee who needs to be added to the system.

Note: Employees may be added at any time during the project by repeating this process.

3.8 Edit Employee Profiles

If an employee's information changes, someone will need to update this information in the application.

To do this:

- From the Company menu select "Manage Employees". The "View Employee List" screen will open.

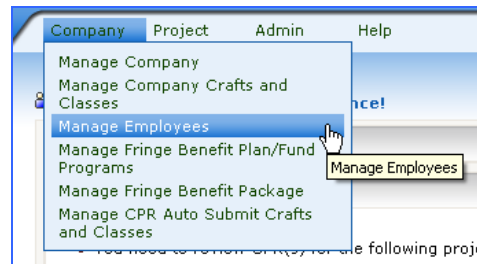
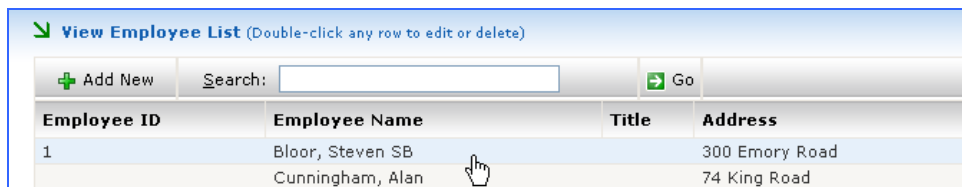


Figure 41 - Edit Employee Menu

- Here you will see a list of all of the employees in the application (Figure 42), locate the employee's name and double click on it to edit.



View Employee List (Double-click any row to edit or delete)

+ Add New Search: Go

Employee ID	Employee Name	Title	Address
1	Bloor, Steven SB		300 Emory Road
	Cunningham, Alan		74 King Road

Figure 42 - Employee List Screen

3. Edit all applicable information and click the “Save” button or to delete employee, click on the “Delete” button located on the right hand side of the screen. This will return your browser to the employee list.

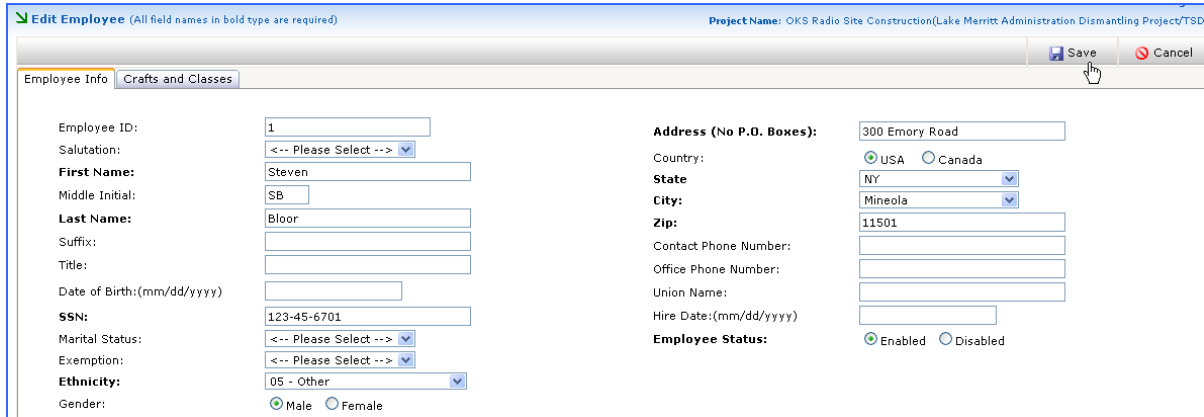


Figure 43 - Edit Employee Screen

3.9 Fringe Benefit Statement Plan/Fund Programs (If Applicable)

All Contractors are required to enter their fringe benefit Statements Plans and Fund Programs.

1. From the Company menu, select “Manage Fringe Benefit Plan/Fund Programs.

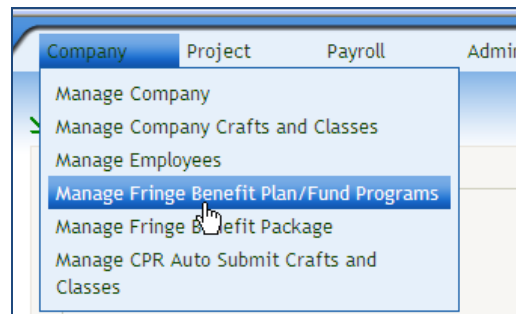
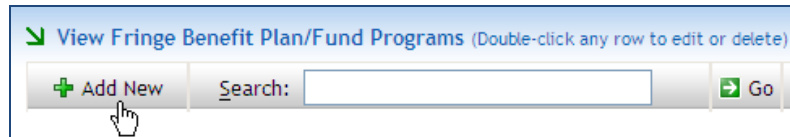


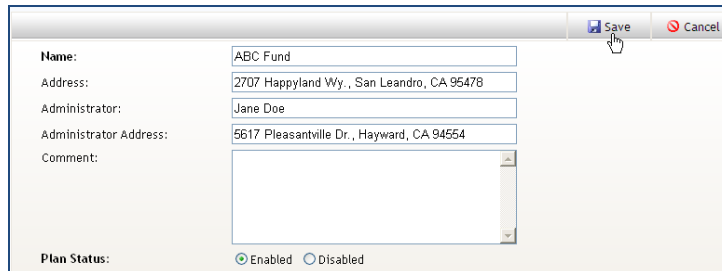
Figure 44 - Select Manage Fringe Benefit Plan/Fund Programs

2. Click on “Add New.”



New Figure 45 - Click on Add

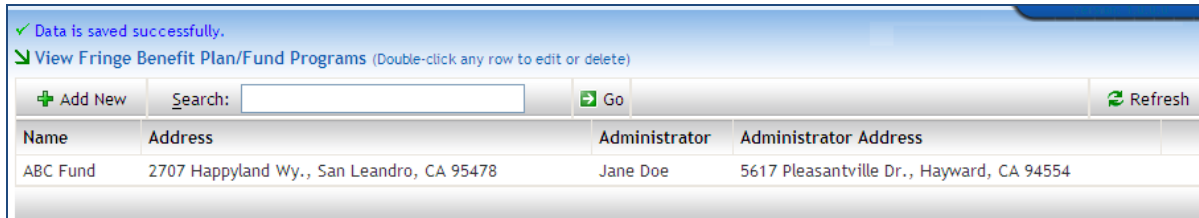
3. Enter all the information and click on “Save.”



Name: ABC Fund
 Address: 2707 Happyland Wy., San Leandro, CA 95478
 Administrator: Jane Doe
 Administrator Address: 5617 Pleasantville Dr., Hayward, CA 94554
 Comment:
 Plan Status: ☒ Enabled ☐ Disabled

Figure 46 - Click on Save

You will be directed back to the Manage Fringe Benefit Plan/Fund Programs Screen.



✓ Data is saved successfully.
 View Fringe Benefit Plan/Fund Programs (Double-click any row to edit or delete)

+ Add New Search: Go Refresh

Name	Address	Administrator	Administrator Address
ABC Fund	2707 Happyland Wy., San Leandro, CA 95478	Jane Doe	5617 Pleasantville Dr., Hayward, CA 94554

Figure 47- Data Saved

3.10 Adding Fringe Benefit Packages

In addition to the basic hourly rate, contractors are generally required to pay fringe benefits either to an employee directly (in cash) or to funds on the employee's behalf. The application has a set of standard fringe benefit categories (such as health & welfare, training, and vacation) as well as fields for other benefit types. The sum of each of the fringe benefit categories and the basic hourly rate equal the total hourly rate paid to the employee.

Because fringe benefits are often similar across projects, the application has a "Save As" feature which allows contractors to define a common subset of fringe benefits in order to easily create similar Fringe Benefit Packages.

- Fringe Benefit Packages – these are project specific compensation packages for a particular group of employees on the project. Contractors must create Fringe Benefit Packages for each of your projects.

This section will discuss how to add a Fringe Benefit Package.

To add a Fringe Benefit Package:

1. Click "Manage Fringe Benefit Package" from the Company menu (Figure 48). This will open the Manage Fringe Benefit Package screen (Figure 49).



Figure 48 - Manage Fringe benefits Menu

- Click the “Add New” button to create a new Fringe Benefit Package for this project. The Benefit Package Summary screen will open (Figure 50).



Figure 49 - Manage Fringe Benefit Package Screen

- Provide a name to describe the Fringe Benefit Package.
- Indicate the effective date and expiration date of this fringe benefit.

Note: The purpose of the effective and expiration dates is to prompt contractors to update fringe benefit information. For example, this may be required for predetermined wage rate changes, Union determined wage rate changes, or for contractor imposed wage changes. If no changes to the fringe benefits are expected during the duration of the project, then select an expiration date past the expected project completion date. If union contracts routinely remain unsettled after the contract expiration, allow a certain amount of time for this to transpire.

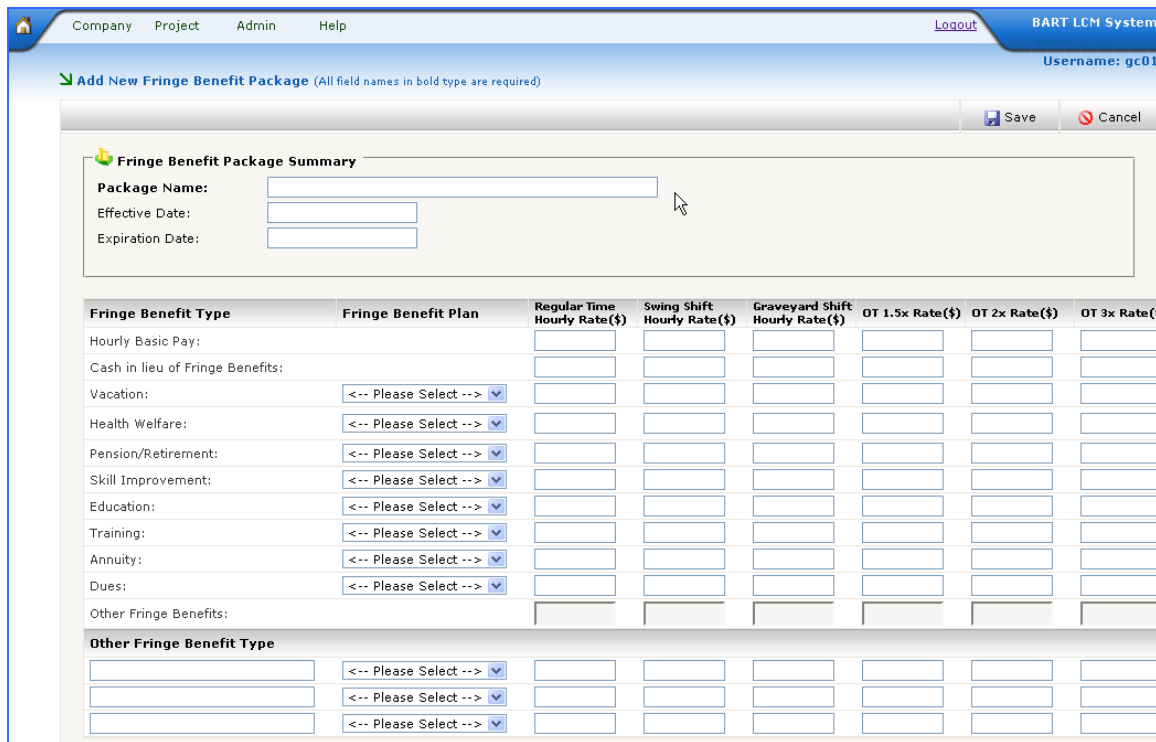
- Provide the standard, regular time, swing time, graveyard, overtime, double and triple time hourly rates for the package.

You may type the dollar amount \$177 as 177 or 177.00. “Input String Was Not in Correct Format” is the result of entering “177.”

- For each fund provide the straight time, regular time, swing time, graveyard, overtime, double and triple time rate for each fund and hourly rate.

Note: You must select the Fringe Benefit plan from the drop down arrow in order for the name to show in the Fringe Benefit Statement.

- Review to ensure that all the information is complete and then click “Save.”



Add New Fringe Benefit Package (All field names in bold type are required)

Save Cancel

Fringe Benefit Package Summary

Package Name:

Effective Date:

Expiration Date:

Fringe Benefit Type	Fringe Benefit Plan	Regular Time Hourly Rate(\$)	Swing Shift Hourly Rate(\$)	Graveyard Shift Hourly Rate(\$)	OT 1.5x Rate(\$)	OT 2x Rate(\$)	OT 3x Rate(\$)
Hourly Basic Pay:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash in lieu of Fringe Benefits:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vacation:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Health Welfare:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pension/Retirement:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skill Improvement:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Education:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annuity:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dues:	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fringe Benefits:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fringe Benefit Type							
<input type="text"/>	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<-- Please Select -->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 50 - Create Benefit Package Screen

3.11 Defining Fringe Benefit Package Associations

Defining Fringe Benefit Package associations allows users to link Fringe Benefit Packages to particular crafts and/or employees for defaulting purposes. Each employee and each craft may only be associated with a single Fringe Benefit Package. However, on the certified payroll report screen, users will have the opportunity to select a Fringe Benefit Package other than the default.

To define Fringe Benefit Package associations:

1. Click "Manage Fringe Benefit Packages" from the Company menu (Figure 51). This will open the Manage Fringe Benefit Package screen (Figure 52).

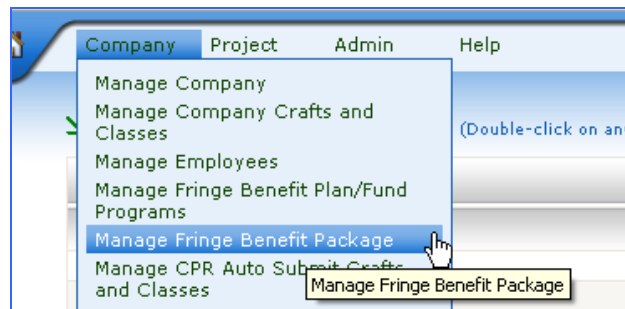
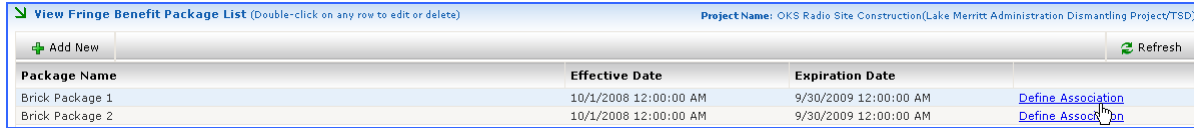


Figure 51 - Manage Fringe benefits Menu

2. Locate the Fringe Benefit Package for which you want to define associations and click the “Define Associations” link. This will direct your web browser to the Define Associations screen (Figure 53).



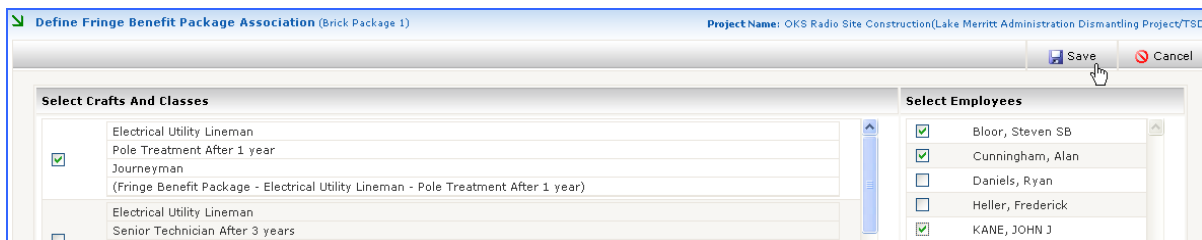
Package Name	Effective Date	Expiration Date	
Brick Package 1	10/1/2008 12:00:00 AM	9/30/2009 12:00:00 AM	Define Association
Brick Package 2	10/1/2008 12:00:00 AM	9/30/2009 12:00:00 AM	Define Association

Figure 52 - Manage Fringe Benefit Package Screen

3. The Define Associations screen is divided into two columns. The column on the left lists all of the company identified crafts and classifications. The column on the right lists all of the employees stored in the application. Select all employees and/or crafts that will default to this Fringe Benefit Package by checking the box next to the name and click “Save.”

Note: if the individual or craft is already associated with another package, the name will be in gray and the associated Fringe Benefit Package will be listed below. You may still select this, but it will replace the existing association with the new one.

For defaulting purposes, the application first checks to see if an employee has a default benefit package. If so, the application will apply that package. If not, the application will check to see if the employee's craft has a default Fringe Benefit Package and apply that package. If neither condition is met, then the Fringe Benefit Package will not default.



Select Crafts And Classes	Select Employees
<input checked="" type="checkbox"/> Electrical Utility Lineman	<input checked="" type="checkbox"/> Bloor, Steven SB
<input type="checkbox"/> Pole Treatment After 1 year	<input checked="" type="checkbox"/> Cunningham, Alan
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Daniels, Ryan
<input type="checkbox"/> (Fringe Benefit Package - Electrical Utility Lineman - Pole Treatment After 1 year)	<input type="checkbox"/> Heller, Frederick
<input type="checkbox"/> Electrical Utility Lineman	<input checked="" type="checkbox"/> KANE, JOHN J
<input type="checkbox"/> Senior Technician After 3 years	

Figure 53 - Define Associations Screen

3.12 Creating New Fringe Benefit Packages from Existing One

You can create a new Fringe Benefit Packages that is similar to an existing one to save some time.

To do this:

1. From the Company menu, click on “Manage Fringe Benefit Packages” (Figure 54). This will open the Fringe Benefit Package List screen (Figure 55).

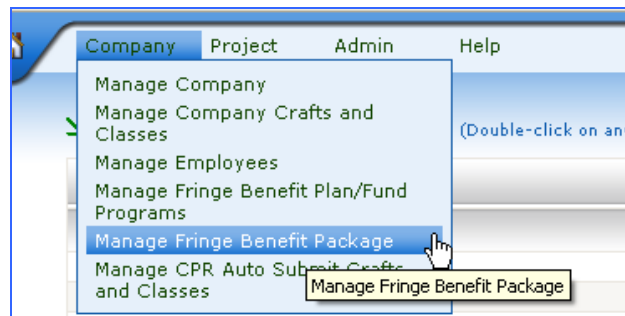


Figure 54 - Manage Fringe Benefit Packages Menu

1. Locate the Fringe Benefit Package that you want to copy from and double-click on the name. This will direct your web browser to the Benefit Package Summary screen (Figure 56).

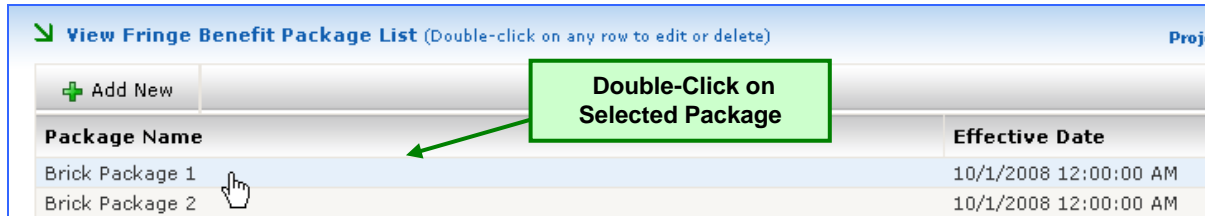


Figure 55 - Select Package Screen

2. The created Fringe Benefit Package screen will be populated with all of the information contained. Replace the name of the package with the new name, make any necessary changes, and then click “Save As.”

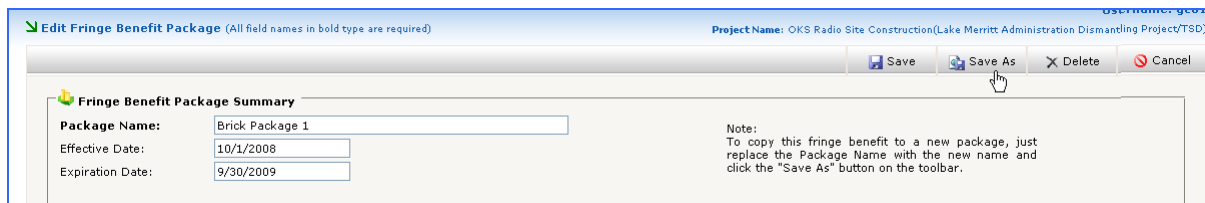


Figure 56 – Click on “Save As” Screen

3.13 Editing and Deleting Fringe Benefit Packages

If Fringe Benefit Packages change during the course of the project, contractors may elect to either edit the package to reflect the changes or delete the package altogether.

To do this:

1. From the Company menu, click on “Manage Fringe Benefit Package” (Figure 57). This will open the Fringe Benefit Package List screen.

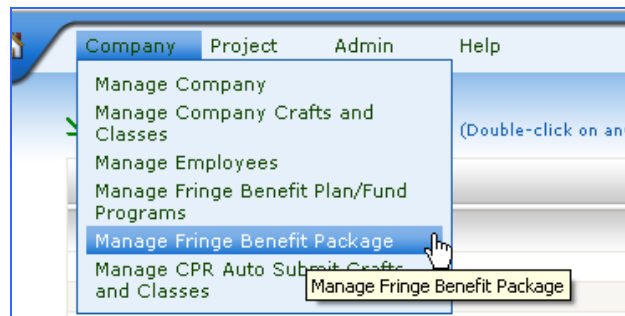


Figure 57 - Manage Fringe Benefit Packages Menu

2. Locate the Fringe Benefit Package that you want to copy from and double-click on the name. This will direct your web browser to the Benefit Package Summary screen (Figure 58).
3. **To Delete:** On the right hand corner of the screen, click on “Delete” to delete the Fringe Benefit Package. Before the application deletes the package, you will need to confirm this action by clicking “OK” on the dialog box (Figure 59).

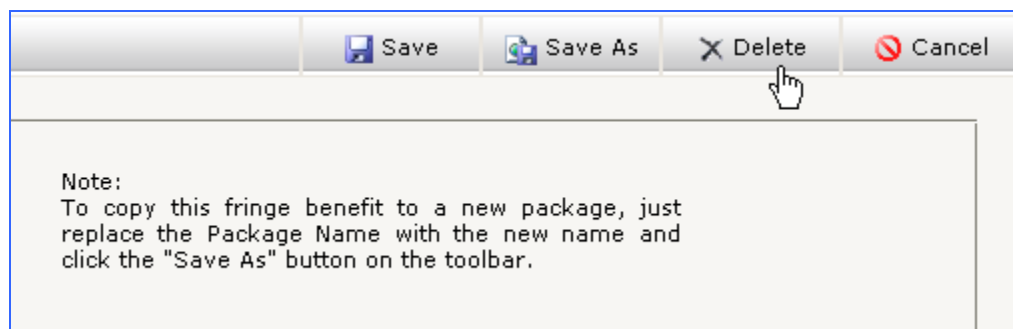


Figure 58 - Click on Delete Screen

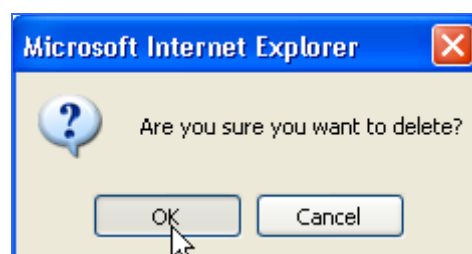


Figure 59 - Delete Package Confirmation

4. **To Edit:** Follow steps 1 and 2. Make any changes to the information and click “Save” (Figure 60). This will return your web browser to the Manage Fringe Benefit Packages Screen.

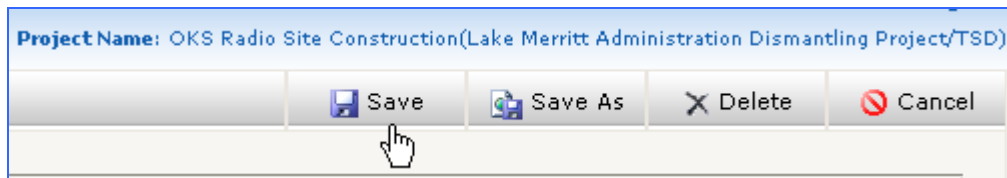


Figure 60 – Click on Save Screen

Note: *All information is editable.*

Caution: Once you have made these changes, if you have to edit a payroll entered before these rates were in effect, these numbers will automatically replace what was in that payroll.

CHAPTER 4 PROJECT SETUP

In This Chapter

4.1	Introduction	35
4.2	Assigning Subcontractors	35
4.3	Manage Fringe Benefit Statement	36
4.4	CPR Submittal Process	37
4.5	Manage CPR Auto Submit Crafts and Classes	37

4.1 Introduction

All of the tasks described in the previous chapter are project independent. This chapter describes the tasks that contractors need to perform for each of their projects.

4.2 Assigning Subcontractors

A subcontractor has to be assigned to a project prior to submitting certified payrolls.

To perform this function:

1. Select a project; refer to section 2.4 to which you need to assign subcontractors.
2. Select from the Project menu “Assign Subcontractor.” . These firms will be expected to enter weekly payrolls.

Note: *The prime contractor must assign first-tier subcontractors before first-tier contractors can assign their own subcontractors. If the project(s) is not listed, contact the prime to determine the status.*

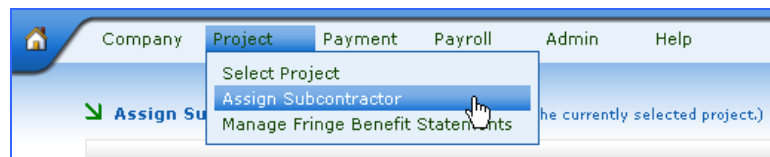


Figure 61 - Assign Subcontractors Menu

3. A new screen will appear showing a list of available subcontractors and a list of assigned contractors.

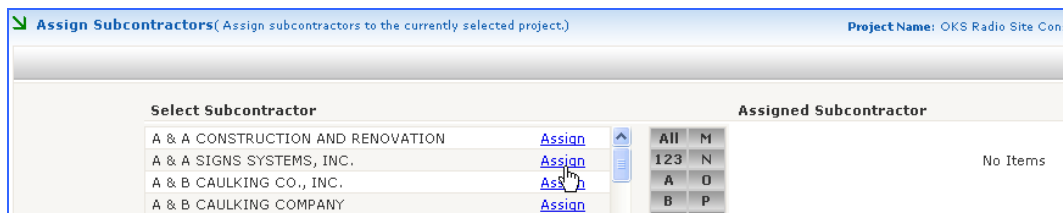


Figure 62 – Assigning Subcontractor(s) Screen

Note: *To search for a Company, you may click on the starting letter of the firm’s name to avoid having to scroll as much.*

4. Enter the contract value into the contract amount box (Figure 63).
5. Save the assignment by clicking on “Submit.”

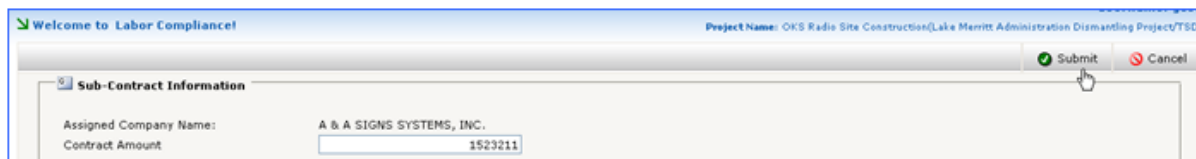


Figure 63– Add/Edit Subcontract Amount

4.3 Manage Fringe Benefit Statement

In order to manage the Fringe Benefit Statements you must make sure that you have had define a Fringe Benefit Package Association, See section 3.10)

1. From the Project Menu, select “Manage Fringe Benefit Statement.”

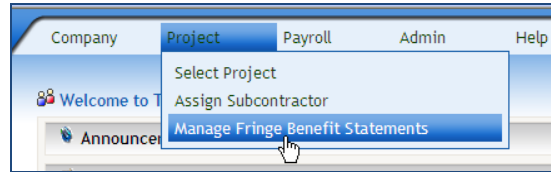


Figure 64 - Select Mange Benefit Statements

2. Click on “Add New.”

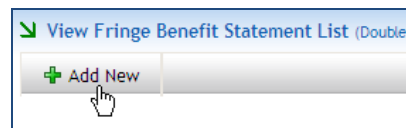


Figure 65 - Add New

3. Check the box to which Package Name you would like to select.
4. Click on Submit.

				<input checked="" type="checkbox"/> Submit	<input type="checkbox"/> Cancel
IsSelected?	Package Name Defined Crafts and Classes	Effective Date	Expiration Date		
<input checked="" type="checkbox"/>	Laborer				
	• LABORER AND RELATED CLASSIFICATIONS Group 1 (A) Journeyman	2/1/2009 12:00:00 AM	2/2/2010 12:00:00 AM		
	• LABORER AND RELATED CLASSIFICATIONS Group 1 (A) Apprentice				

Figure 66 -Select Package

5. Click on sign located at the bottom of the page and enter the signature password.

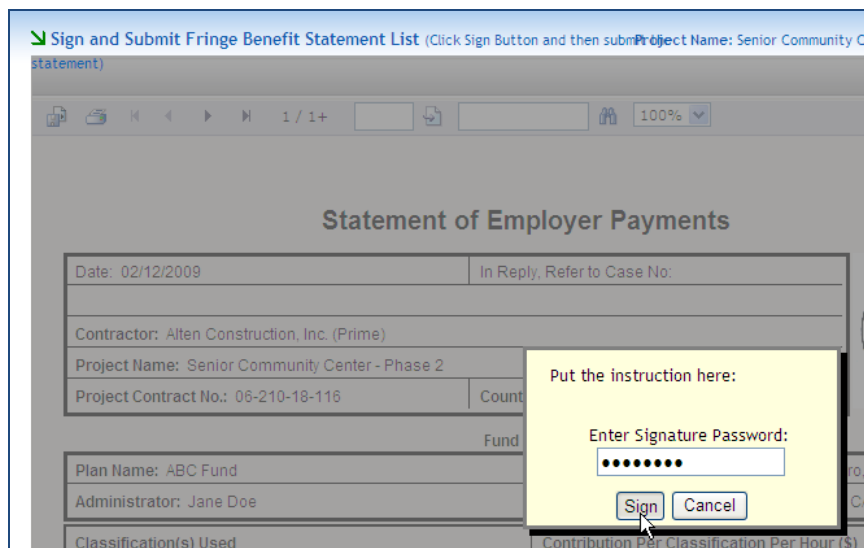

 A screenshot of a 'Statement of Employer Payments' form. The form contains fields for Date (02/12/2009), Contractor (Alten Construction, Inc. (Prime)), Project Name (Senior Community Center - Phase 2), Project Contract No. (06-210-18-116), Plan Name (ABC Fund), and Administrator (Jane Doe). A yellow pop-up window is overlaid on the form, prompting the user to 'Enter Signature Password:' with a masked input field and 'Sign' and 'Cancel' buttons. The background form also shows a 'Contribution Per Classification Per Hour (\$)' field.

Figure 67 - Enter Signature password

- Click on “Submit.”

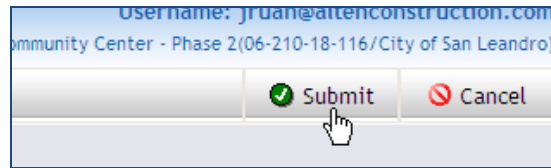


Figure 68 - Click on Submit

- You will return to the Fringe Benefit Statement Screen.

+ Add New	Refresh	
	Submission Date	Submitted By
1	2/12/2009 3:53:45 PM	Joey Ruan

Figure 69 - Fringe Benefit Statement List

4.4 CPR Submittal Process

The MYLCM system provides two options for submitting certified payroll reports.

Option 1: Manual Submit utilizes a web version of the standard DIR certified payroll form to report the certified payroll data. This option is designed for contractors who currently do not utilize an electronic payroll system. It provides a familiar user interface for contractors to report their data electronically.

Option 2: Auto Submit is an advanced feature designed to eliminate the double data entry of payrolls. The MYLCM system works with most accounting payroll systems in the construction industry to automatically extract the electronic certified payroll data from an output file of the contractor’s payroll system. See Appendix 2 for a list of what the sample file needs to contain.

4.5 Manage CPR Auto Submit Crafts and Classes

Manage CPR Auto Submit Crafts and Classes is an advanced feature designed to map the job classifications that the contractor uses in their payroll packages to the classifications used by the Comptroller.

- From the Company Menu, select “Manage CPR Auto Submit Crafts and Classes,” Figure 70.

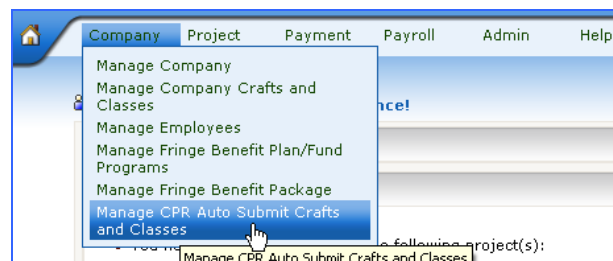


Figure 70- Select Manage CPR Auto Submit Craft and Classes

This will open the Crafts and Classes Data Mapping screen (Figure 71). On the left hand side of the screen you will see the Job Group and Classes from the payroll package that was imported. On the right hand side you will see the classifications that your company had selected in Section 3.5.

2. Double-click on any row to begin mapping the Job Craft and Classes.

View CPR Auto Submit Crafts and Classes List (Double-click on any row to edit)

Applicable Crafts and Classes	Mapped Crafts and Classes
Bricklayer Journeyman	Electrical Utility Lineman Senior Technician After 3 years Journeyman
Carpenter - Heavy Construction Work Journeyman	Unmapped
Laborer - Foundation Journeyman	LABORER AND RELATED CLASS Group 1 (C) Journeyman
Plumber - Residential Journeyman	Unmapped

Figure 71 – Job Groups and Classes Data Mapping

3. Click on the down arrow to select the specific trade (Figure 73).

Carpenter - Heavy Construction Work
Journeyman

Show all Job Groups

<-- Select Job Group -->

<-- Select Job Group -->

CARPENTER AND RELATED TRADES

CEMENT MASON

DREDGER OPERATING ENGINEER

DREDGER OPERATING ENGINEER (Second Shift)

Electrical Utility Lineman

Iron Worker

LABORER AND RELATED CLASS

Group 1 (C)

Second

Figure 72 – Click on the down arrow to Select

4. Specify whether the classification is a Journeyman or Apprentice.
5. Click on “Update.

Carpenter - Heavy Construction Work
Journeyman

Show all Job Groups

CARPENTER AND RELATED TRADES

Carpenter

Journeyman

Update Cancel

Figure 73 –Mapping Job Groups and Classes

You have now completed the one-time set up for working on payrolls. The next chapter will discuss your four options for reporting weekly labor activity on the project.

6. Go back to the CPR in progress, see Section 5.6, to submit payroll.

CHAPTER 5 SUBMITTING CERTIFIED PAYROLLS REPORTS

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5.1 Introduction

Each week, whether or not the contractor performs work on the project, they must submit information to the City. During weeks when work is performed, contractors must submit a certified payroll report (CPR). If no work has been performed, then the contractor shall submit a Non-Performance Report for the week or suspend payrolls indefinitely. This chapter will discuss how to submit a CPR, as well as how to submit a non-performance report.

5.2 About Certified Payroll Reports

The MYLCM System application requests a lot of information about each employee listed on the certified payroll reports. The following table along with the certified payroll report employee record (Figure 74) is designed to assist contractors to understand what is required. Each report is reviewed against several criteria. You will receive feedback on every certified payroll, either through an e-mail message or by viewing the payroll on the CPR Log.

Table 2 – Certified Payroll Report Data Description

Label	Description	Action Required by Contractor
A	Employee Profile Information – Name – Employees full name Address – Street address, city, and zip code Social Security Number Hire Date Gender Ethnicity Exemption – Marital status and number of exemptions	All of this information is contained in the employee profile. If any information is incorrect or missing, You can click the “Edit” button.
B	Job Group, Craft and Trade Information – The craft and classification that this employee performed on this project for this week. Apprentice Period: If Apprentice is selected.	This information may be defaulted from either the employee profile or from a previous CPR. If it does not appear, or is incorrect, contractors will need to select the information from the dropdown lists. <i>Note: The dropdown lists are limited to company specific crafts. To select from all crafts, you will need to click the “Show all Jobs” button.</i>

Label	Description	Action Required by Contractor
C	Basic Straight Regular Time, Swing Time, Graveyard, Overtime, Double, & Triple Time Hourly Rate of Pay – The basic straight time hourly rate of pay is the amount paid to the employee in cash before fringe benefits are added.	If a default Fringe Benefit Package is setup, then this information will populate it. Contractors may also select a fringe benefit from the fringe benefit dropdown list or manually enter the hourly rates.
D	Benefits Hourly Rate – Hourly fringe benefits paid to each employee.	If a default Fringe Benefit Package is setup, then this information will be populated. Contractors may also select a fringe benefit from the fringe benefit dropdown list or manually enter the hourly rates.
E	Hours Worked for this project – the hours worked each day by this employee under this craft for this project.	You must type the hours
F	Other Project Hours – the total straight time and overtime hours worked by this employee on all other projects for this week.	You must type the hours
G	Deductions – Standard deductions include FICA, SDI, Federal withholding, and State withholding and Dues. Other deductions must be listed in the “Other Deduction” box.	You must type the deductions.
H	Other Deductions -	You must type the other deductions.

Label	Description	Action Required by Contractor
I	<p>Project Wages – Project wages are the sum of the straight time project wages and the overtime project wages.</p> <ul style="list-style-type: none"> ○ <i>Straight time project wages are calculated by multiplying the weekly straight time hours by the sum of the straight time hourly rate of pay and the straight time hourly cash benefit amount.</i> ○ <i>Overtime project wages are calculated by multiplying the total weekly overtime hours by the sum of the overtime rate of pay and the overtime hourly cash benefit amount</i> ○ <i>Double time project wages are calculated by multiplying the total weekly double time hours by the sum of the double time rate of pay and the double time hourly cash benefit amount.</i> ○ <i>Fund fringes are not included in the Project Wages.</i> 	None, this field is calculated automatically
J	Gross Wages – The gross wages equals the project wages plus any wages the employee earns on other projects. This should be equal to the gross wages shown on the employee's paycheck.	You must manually enter the gross wages
K	Net Pay – The net pay is the amount that appears on the employee's paycheck. This shall be equal to the gross wages minus the sum of all deductions.	<p>None, this field is calculated automatically</p> <p>Note: if the net pay is negative, verify that the gross wages are correct.</p>
L	Check Number – The number of the check or direct deposit ID issued to each employee.	You must manually enter the check/deposit number.

CPR Data Entry Project Name: Phase 7(West Dublin Pleasanton Station/TSD)

Edit Employee Info Edit Fringe Benefit Package Info Save Cancel

Employee Info

Bloor, Steven SB
300 Emory Road
Mineola, NY 11501
XXXX-XX-6701

Week Ending Date: 11/17/2007
Show all Job Groups
Electrical Utility Lineman
Pole Treatment After 1 year
Journeyman

Hire Date:
Gender: M
Ethnicity: Other
Exemption:

Wage & Fringe Benefits

Electrical Utility Lineman - Pole Treatment After 1 year

(A) Hourly Rate		Fringe Benefits Contribution (D)	
Regular Shift	41.39	Vacation/Holiday	1.50
Swing Shift	41.39	Health & Welfare	0.00
Graveyard Shift	41.39	Pension	0.00
Overtime 1.5X	62.09	Training	0.00
Overtime 2X	82.78	Fund Admin	0.00
Overtime 3X	0.00	Travel/Subs	0.00
		Savings	0.00

Hours Worked

	SUN 11/11	MON 11/12	TUE 11/13	WED 11/14	THU 11/15	FRI 11/16	SAT 11/17	Total
RT	0	0	0	0	0	0	0	0
ST	0	0	0	0	0	0	0	0
GT	0	0	0	0	0	0	0	0
OT 1.5X	0	0	0	0	0	0	0	0

☒ Overtime 2X, Overtime 3X and Paid Holiday
☒ Other Project Hours

Deductions & Summary

FICA	FED WH	ST WH	SDI	Dues	Other Deductions (Specify)	Project Wages	Gross Wages	Net Paid	Check #
8.00	8.00	8.00	0.00	0.00	0.00	\$0.00	888.00	864.00	8

Figure 74 - Employee Payroll Record with Labels

5.3 The CPR log

In the CPR log contractors may view all previously-submitted certified payroll reports for each project and for every subcontractor.

To view these reports:

1. Select "Project" from the main menu.
2. Scroll down to "Select Project" (Figure 75).

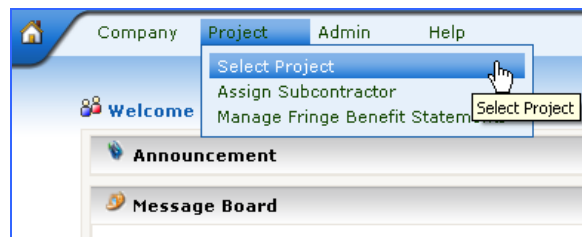


Figure 75 - Selecting a Project Screen

A list of groups will appear on the left hand side of the screen and on the right hand side of the screen you will see two tabs, "Project Details" and "Local Information."

You may click on those tabs at any time to view the information.

3. Select a Group.

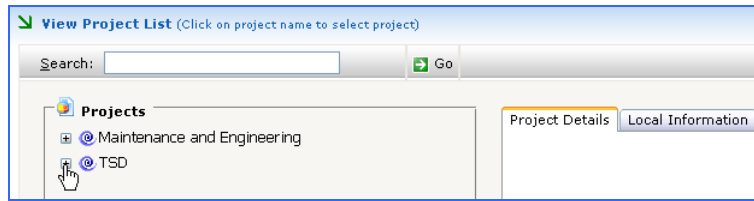


Figure 76 – Select Group Screen

A list of projects will appear below the groups selected.

4. Select a project. The project name will then turn purple (Figure 78) and an additional menu option (Payroll Reporting) will appear.

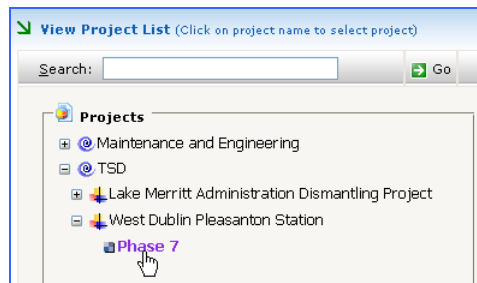


Figure 77 – Select Contract

5. From the Payroll Reporting menu, select CPR Log.



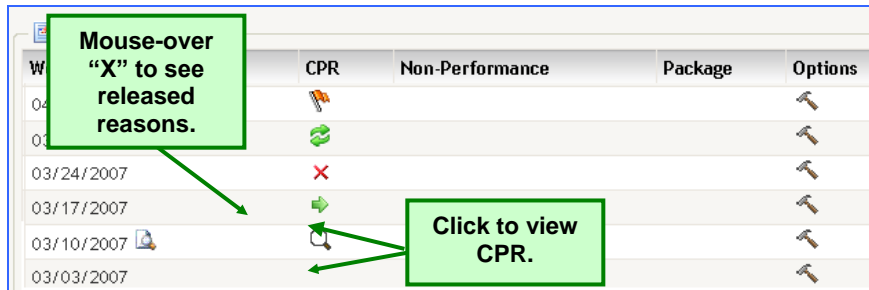
Figure 78 – Select CPR Log Screen

6. Select the contractor whose CPR you want to view by clicking “+” next to their name, this will expand the list to view their subcontractors. Click on the name of the contractor to view their CPR log (Figure 79).



Figure 79 – CPR Log Screen

7. Click on the symbol in the CPR column to review the CPR. (Figure 80)



Week-Ending Date	CPR	Non-Performance	Package	Options
04/03/2007				
03/24/2007				
03/17/2007				
03/10/2007				
03/03/2007				

Figure 80 - CPR Log

- Click on the icon indicating the report status to open a new window to view the report.

Note: The CPR Log contains five columns. The first column shows the week-ending date. The second is the status of each Certified Payroll Report, see Figure 81 for the meaning of each legend. The next column is the non-performance CPRs, followed by the Package, which has to be generated at the end of each month by the general contractor. Finally is the Options column; it allows you to revise an existing payroll.

	Submitted
	Resubmit
	Incomplete
	Released
	Reviewed
	Reviewed by Project Officer
	Reviewed by Labor Law

Figure 81 – CPR Log Legend

Note: Each will be discussed in later sections of the manual.

5.4 Submitting a Certified Payroll Report – Manual Submit

After completing the company and project setup described in the previous chapters, you may begin submitting weekly CPRs electronically as described below.

- Select a project, refer to section 2.4 for which a CPR needs to be prepared.
- From the Payroll menu, scroll down and select “CPR Data Entry” (Figure 82). This will direct your web browser to the Employee Selection Screen (Figure 83).

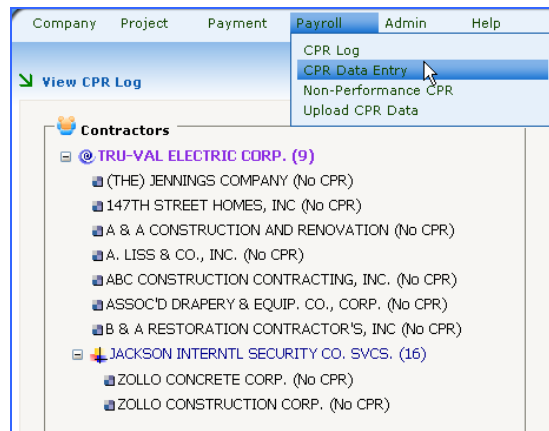


Figure 82 – Select CPR Data Entry

3. Select the weekending date of the CPR.

Note: Once the initial CPR report weekending date is selected, all other weekending dates will be limited to those using the same week day for the weekending date.

4. Click on the boxes to the left of employee who worked on this project for the weekending date indicated above.

Note: If any employee performed multiple crafts (aka split-paid employees) during the week, please indicate the number of crafts in the box to the right of the employee's name. This will create an additional record for this employee on the CPR. Leaving this box blank assumes that the employee only performed a single craft during the week.

If in a month when the prevailing-wage rates are increased and your firm pays both the old and new rates in one week, you will need to include every affected employee in the payroll twice.

CPR Week Ending Date: 01/19/2008

Employee Name	No. of Classifications
<input checked="" type="checkbox"/> Bloor, Steven SB	<input type="text"/>
<input checked="" type="checkbox"/> Cunningham, Alan	<input type="text"/>
<input type="checkbox"/> Daniels, Ryan	<input type="text"/>
<input type="checkbox"/> Heller, Frederick	<input type="text"/>
<input checked="" type="checkbox"/> KANE, JOHN J	<input type="text"/>
<input type="checkbox"/> LACAVA, JAMES	<input type="text"/>
<input checked="" type="checkbox"/> Llanos, Abraham	<input type="text"/>
<input type="checkbox"/> Mahoney, Ryan	<input type="text"/>
<input type="checkbox"/> Ott, Jeff	<input type="text"/>

☐ Check if this is the last CPR

Figure 83 - Employee Selection Screen

5. Indicate by checking the box if this is the last certified payroll report for the project.

Note: Once this box is checked, no additional payrolls may be entered for the project unless the flag is later removed.

If you later find that you have completed all work on this project and have already submitted your last CPR, you may submit a final Non-Performance Report to indicate completion on the project.

- Once the above steps are completed, click "Save." This will direct your web browser to the CPR Employees Screen (Figure 84).

<div><div></div>Add New</div>				<div><div></div>Preview</div>		<div><div></div>Submit</div>	
Weekending Date: 1/19/2008 12:00:00 AM							
Status	Employee Name	Job Group Job Class Construction Trade	Project Wages Gross Wages Net Pay	RT Hours ST Hours GT Hours	OT 1.5X Hours OT 2X Hours OT 3X Hours PH Hours		
<div><div></div></div>	Bloor, Steven SB	N/A N/A N/A	\$0.00 \$0.00 \$0.00	0.00 0.00 0.00	0.00 0.00 0.00 0.00	Delete	
<div><div></div></div>	Cunningham, Alan	N/A N/A N/A	\$0.00 \$0.00 \$0.00	0.00 0.00 0.00	0.00 0.00 0.00 0.00	Delete	

Figure 84 – CPR Employees Screen

- Each of the employees who were selected on the previous screen will be listed. The red light indicator to the left of their name indicates that their record is incomplete. To complete the record, double-click on the red signal light. This will direct your web browser to the Employee CPR Record Screen.

If at any time you realize that you need to add another employee record, you may do so by clicking the "Add New" button on the CPR Employees Screen. Similarly, you may delete an employee record by clicking the "Delete" link to the right of the employee name (See Figure 58.)

CPR Data Entry Project Name: Phase 7(West Dublin Pleasanton Station/TSD)

Edit Employee Info Edit Fringe Benefit Package Info Save Cancel

Employee Info

Bloor, Steven SB
300 Emory Road
Mineola, NY 11501
XXXX-XX-6701

Week Ending Date: 1/19/2008

Show all Job Groups

Electrical Utility Lineman Addtl Info

Hire Date: Pole Treatment After 1 year

Gender: M Ethnicity: Other Journeyman

Exemption:

Wage & Fringe Benefits

Electrical Utility Lineman - Pole Treatment After 1 year

	(A) Hourly Rate	Fringe Benefits Contribution			
Regular Shift	41.39	Vacation/Holiday	1.50	Fund Admin	0.00
Swing Shift	41.39	Health & Welfare	0.00	Travel/Subs	0.00
Graveyard Shift	41.39	Pension	0.00	Savings	0.00
Overtime 1.5X	62.09	Training	0.00		
Overtime 2X	82.78				
Overtime 3X	0.00				

Hours Worked

	SUN 1/13	MON 1/14	TUE 1/15	WED 1/16	THU 1/17	FRI 1/18	SAT 1/19	Total
RT	0	0	0	0	0	0	0	0
ST	0	0	0	0	0	0	0	0
GT	0	0	0	0	0	0	0	0
OT 1.5X	0	0	0	0	0	0	0	0

Overtime 2X, Overtime 3X and Paid Holiday

Other Project Hours

Deductions & Summary Add/Edit Other Deductions

FICA	FED WH	ST WH	SDI	Dues	Other Deductions (Specify)	Project Wages	Gross Wages	Net Paid	Check #
0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00	

Figure 85 - Employee CPR Record

Note: If you need to make changes to the employees' information, click on "Edit Employee Info" located on the top left hand corner of the screen and make any necessary changes.

8. Select the occupation information from the dropdown menus if it is not defaulted or if the employee is working another craft. Ideally, it should be defaulted for you.
9. Select the Fringe Benefit Package from the dropdown menu if it is not defaulted or if another package is being used for this employee record. You also have the option to manually enter the basic hourly rates and benefit hourly rates if you have chosen not to enter a Fringe Benefit Package. Ideally, it should be defaulted for you.

Note: If you select a Fringe Benefit Package, the basic hourly rates and benefit hourly rates can still be edited.

If you need to make changes to the Fringe Benefit Package, click on "Edit Fringe Benefit Package Info" located on the top left hand corner of the screen and make any necessary changes.

10. Enter the hours worked each day for this project and the total hours for other projects.
11. Enter the standard deductions (FICA, Federal Withholding, and State Withholding).

Note: If the employee record has multiple FICA deductions, sum each of them and put the total in the FICA field.

These deduction fields are mandatory. Please type 0 in each field where no deductions were taken.

12. Click "Add/Edit" to pop-up the Other Deductions Screen (Figure 86) to add other deductions. Supply a description and amount for each other deduction and click "Submit." The other deductions field on the Employee CPR record will populate with this total amount.

Note: If you have recorded After-tax deductions, you will need to report those here. You may also have to add this amount to the gross pay if the project wages are higher.

13. Enter the gross wages and check/direct deposit number and then click "Save" to save this record. If you are missing any mandatory information, a pop-up window will appear, indicating what is missing. You must complete all mandatory information in order to save the record.
14. Upon saving, your browser will be redirected to the CPR Employees Screen. The stoplight next to the completed employee record will become green, indicating that the record is complete.
15. Repeat steps 7-15 for each employee.

Note: The CPR is considered a "Work in Progress" from the time it is started until it has been submitted. If you cannot complete a CPR in a single session, you may log back in to the application and complete it at a later time.

Description	Amount
1. <input type="text"/>	\$ <input type="text"/> Clear
2. <input type="text"/>	\$ <input type="text"/> Clear
3. <input type="text"/>	\$ <input type="text"/> Clear
4. <input type="text"/>	\$ <input type="text"/> Clear
5. <input type="text"/>	\$ <input type="text"/> Clear
6. <input type="text"/>	\$ <input type="text"/> Clear
7. <input type="text"/>	\$ <input type="text"/> Clear
8. <input type="text"/>	\$ <input type="text"/> Clear
9. <input type="text"/>	\$ <input type="text"/> Clear
10. <input type="text"/>	\$ <input type="text"/> Clear

Figure 86 - Other Deductions Screen

16. Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be previewed. Click the "Preview" button to see the completed CPR. Review it to ensure all of the data is correct. Click the "Back" button to return to the CPR Employees Screen.
17. If everything looked correct, click the "Submit" button.
18. Click on "Next" if things look reasonable. This will direct your web browser to the Statement of Compliance (Figure 87).
19. Click on "Sign" to electronically sign the report. A new window will open. Type in your signature password and click "Sign" (Figure 87).

I, Jay Alford, the undersigned, am the President with the authority to act for and on behalf of TRU-VAL ELECTRIC CORP., certify under penalty of perjury that the records or copies thereof submitted are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named.

[Sign](#) 10/31/2008

OFFICER'S SIGNATURE DATE

Figure 87 - Statement of Compliance

individual or individuals named

[Sign](#)

OFFICER'S SIGNATURE

Put the instruction here:

Enter Signature Password:

Figure 88 – CPR Signature Window

Note: All passwords are case sensitive.

If you see a box containing a circle, triangle, and square, it means you haven't yet uploaded your electronic signature file. See Company-Edit User, Section 3.3.

- Click "Submit" on the Statement of Compliance to complete the Certified Payroll and submit it to The City. The prime, and any other firm which may have hired your firm, will also be able to see your payroll to know that is completed.

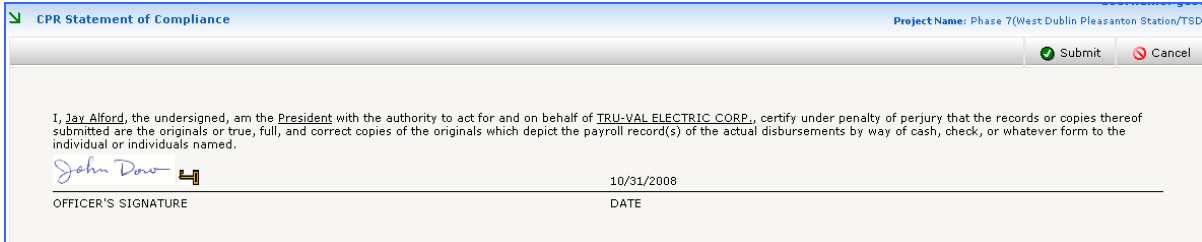


Figure 89 – Signed Statement of Compliance

5.5 Submitting a Certified Payroll Report – Auto Submit

To begin this process, you must have received a message saying that your file has been successfully mapped and you can begin uploading files. Save the correct week's certified payroll file from your accounting software package onto your computer. Once this is complete, follow the steps below to upload the CPR information.

- Once you selected the project, from the Payroll menu, scroll down and select "Upload CPR Data" (Figure 90). This will open the Upload File screen (Figure 91).

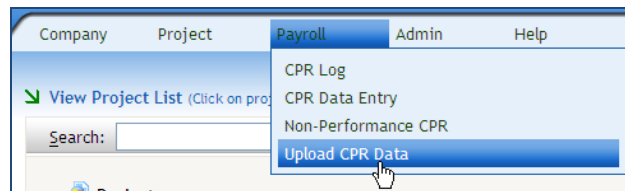


Figure 90 - Main Project Screen



Figure 91 - Upload File Screen

2. Select the weekending date from the dropdown field.
3. Type the file name and path containing the CPR from the accounting software or click “Browse” to search for the file on the user’s computer.
4. Click “Submit” to upload the file.

Note: Even minor changes to the contractor’s payroll output file may result in a problem uploading. If you do not see the screen shown in Figure 92 or receive an error message, e-mail the file to customer support (refer to Appendix 3).

5. A record will be created for each employee listed in the payroll report.

Weekending Date: 10/24/2008 12:00:00 AM


Status	Employee Name	Job Group Job Class Construction Trade	Project Wages Gross Wages Net Pay	RT Hours ST Hours GT Hours	OT 1.5X Hours OT 2X Hours OT 3X Hours PH Hours	
	Barrilleaux, Michael	N/A N/A Journeyman	\$177.68 \$710.72 \$488.42	8.00 0.00 0.00	0.00 0.00 0.00 0.00	Delete

Figure 92 - Auto Submit Employee List

Note: If any employee’s stoplight remains red, a problem has been found. You may need to map your company Crafts and Classes with the MYLCM System.

6. Go to Company menu and select “Manage CPR Auto Submit Crafts and Classes.

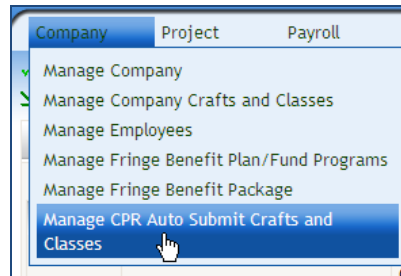


Figure 93 - Managing Auto Submit Crafts and Classes

7. Double Click on the unmapped Applicable Crafts and Classes.

View CPR Auto Submit Crafts and Classes List (Double-click on any row to edit) Project

Applicable Crafts and Classes	Mapped Crafts and Classes
APPRENTICE CARPENTER Journeyman	Unmapped

Figure 94 - Mapping Applicable Crafts and Classes

8. You will need to select from the drop down arrows:

- Group
- Class
- Trade

9. Click on Update.

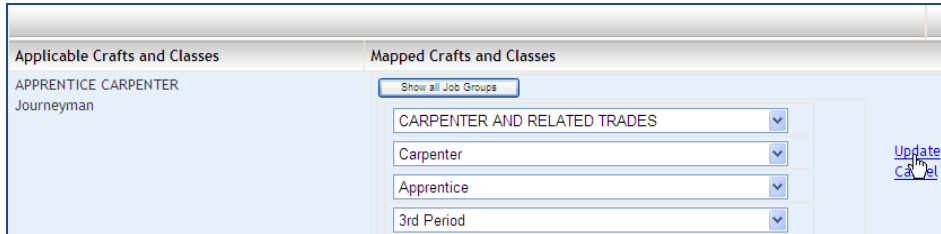


Figure 95 - Mapping Crafts and Classes

10. From the Payroll menu, select “CPR Data Entry.”

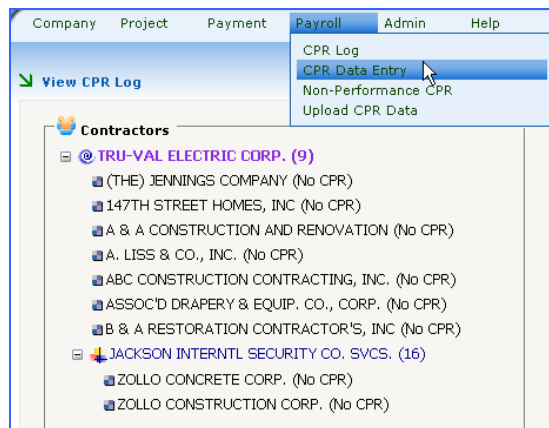


Figure 96 – Select CPR Data Entry

11. Click on the “Weekending Date” payroll shown.

+ Add New					
Week Ending Date	Created By	Date Created	Modified By	Date Modified	
05/12/2007	John Smith	09/21/2007	Doe John	09/21/2007	Delete

Figure 97 - Work In Progress Screen

12. Just as in manual submit, you may add more employees to the payroll record by clicking the “Add Employees” button. Similarly, you may delete employees by locating the employee in the list and clicking the “Delete” link.

If any of your employees receive a pay increase mid-week, they need to be included on the payroll twice, once at each pay rate.

Once all of the employee records are complete (marked with a green light), the certified payroll report is ready to be previewed. Click the “Preview” button to see the completed CPR. Review it to ensure all of the data is correct. Click the “Back” button to return to the CPR Employees Screen.

13. If everything looks correct, click the “Submit” button.
14. This will direct your web browser to the Statement of Compliance (Figure 98).
15. After completing the form, click “Sign” to electronically sign the report. A new window will open. Type in your signature password and click “Sign”.

Note: All passwords are case sensitive.



I, Joey Ruan, the undersigned, am the OTHR with the authority to act for and on behalf of Alten Construction, Inc., certify under penalty of perjury that the records or copies thereof submitted are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named.

[Sign](#) 2/12/2009

OFFICER'S SIGNATURE DATE

Put the instruction here:

Enter Signature Password:

••••••••

[Sign](#) [Cancel](#)

Figure 98 - Statement of Compliance

16. Click “Submit” on the Statement of Compliance to complete the Certified Payroll and submit it to The City.

5.6 Completing a “Work in Progress” CPR

From the time that you start the certified payroll report until you submit it, it is considered a work in progress. If you are unable to finish a work in progress in a single log-in session, you may return to it at any time. Unfinished work will not appear on the CPR Log until submitted.

To continue working on a work-in-progress payroll:

1. Select a project, refer to section 2.4 for which a CPR needs to be prepared.
2. From the Payroll Reporting menu, scroll down and select “CPR Data Entry” (Figure 99).
3. This will direct your web browser to the Work In Progress screen (Figure 100).

Note: If you do not have any works in progress, then clicking Manual Submit will direct your web browser to the employee selection screen as indicated in Section 5.4.

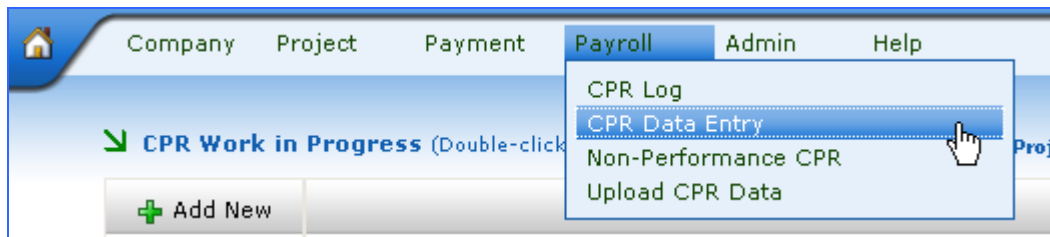


Figure 99 - Main Project Screen

+ Add New					
Week Ending Date	Created By	Date Created	Modified By	Date Modified	
04/15/2008	Jay Alford	9/3/2008 6:03:14 PM			Delete

Figure 100 - Work In Progress Screen

4. Click on the "Weekending Date" payroll shown.
5. Complete each of the CPR records according to the instructions in section 5.4.

5.7 Submitting a Non-Performance Report

Contractors must account for each week of the project from the time they start work until they have completed the project. For those weeks when they are not performing work on the project, they must submit a Non-Performance Report. This report merely indicates that for a particular week, the contractor did not have any prevailing wage employees performing work on the project.

To submit a Non-Performance Report:

1. Select a project, refer to section 2.4 for which a CPR needs to be prepared.
2. From the Payroll Reporting menu, scroll down and select "Non-Performance CPR" (Figure 99).
3. Select the weekending date from the dropdown list and click "Submit." This will direct your web browser to the Statement of Non-Performance screen (Figure 103).

Note: If the non-performance report is the last report for this project, check the box indicating "last CPR."

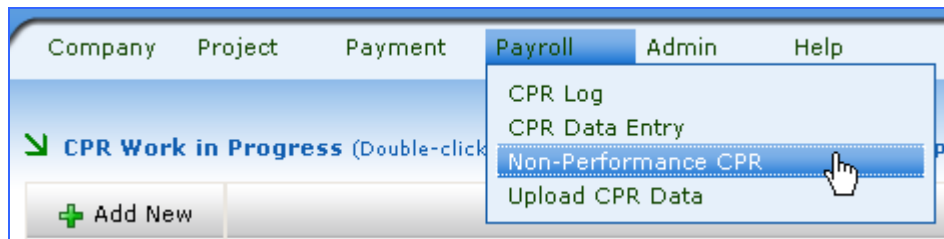


Figure 101 - Main Project Screen

Figure 102 - Non-Performance Report Date Selection Screen

4. To sign the report electronically, click the sign button. A new window will appear asking for the signature password (Figure 104). Enter the password and click "Sign." This window will close, and an image of the signature will appear on the Statement of Non-Performance.

Note: All passwords are case sensitive.

Figure 103 - Statement of Non-Performance

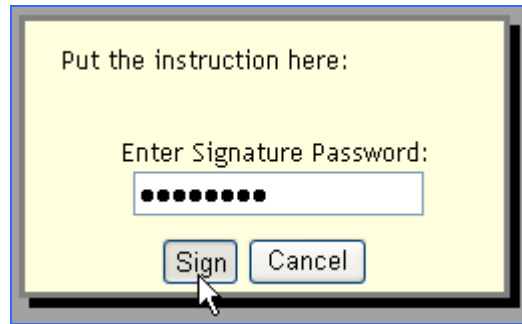


Figure 104 - Non-Performance Report Signature Window

5. Click “Submit” to complete this process and submit the report. You will return to the CPR Log for this same project.

Note: Non-performance reports do not require The City’s approval.

<input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/>
TRU-VAL ELECTRIC CORP. 2550 PARK AVENUE Bronx, NY 10451
STATEMENT OF NON-PERFORMANCE
Date: 11/3/2008 Name of Contractor: TRU-VAL ELECTRIC CORP. I, Jay Alford , do hereby state that no persons were employed on the construction of the Project: OKS Radio Site Construction , Job #: 08-10328D during the payroll period commencing on 4/9/2008 , and ending 4/15/2008

Figure 105 – Submit Non-Performance Screen

CHAPTER 6 REVIEWING AND RESUBMITTING CERTIFIED PAYROLL REPORTS

In This Chapter

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6.2	Viewing CPRs	58
6.3	Replacing a Report	59
6.4	Editing and Resubmitting a Certified Payroll Report	61

6.1 Introduction

This chapter includes directions to view previously-submitted certified payroll reports for your firm, as well as its subcontractors' certified payroll reports. Additionally, this chapter provides instructions for resubmitting certified payroll reports that are found to be non-compliant and released by the agency/general contractor.

6.2 Viewing CPRs

Contractors may view all previously submitted certified payroll reports for each project and for every subcontractor. To view these reports:

1. To view CPR's log, refer to section 5.3.
2. Select the contractor whose CPR you want to view by clicking the "+" next to their name. This will expand the list your sub-contractors and their sub-tiers.
3. Select the name of the contractor, the CPR log will appear.

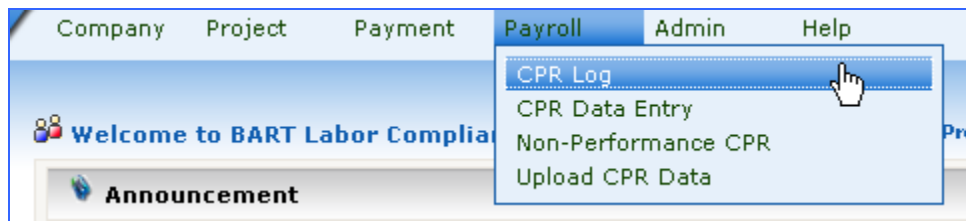
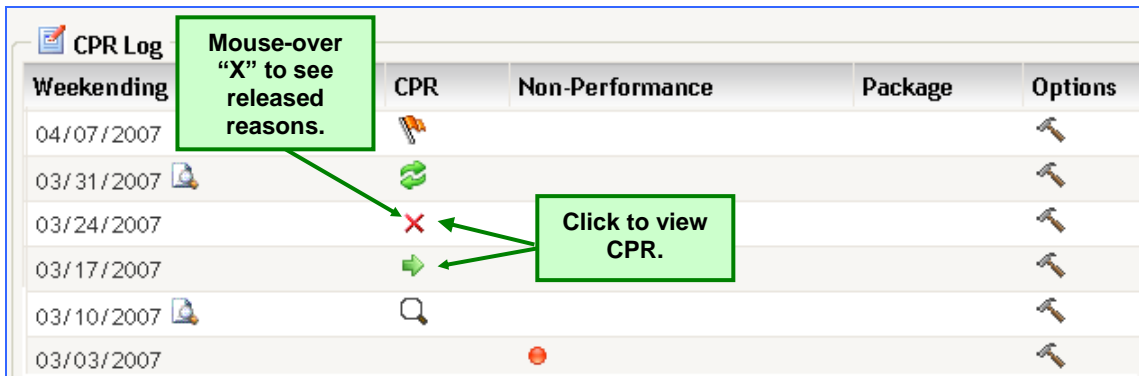


Figure 106 – CPR Log Screen

4. Click on the symbol in the CPR column to review the CPR (Figure 107).


 A screenshot of the 'CPR Log' table. The table has columns: 'Weekending', 'CPR', 'Non-Performance', 'Package', and 'Options'. The 'CPR' column contains icons: a green checkmark, a red 'X', a green checkmark, a green checkmark, a magnifying glass, and a red circle. Annotations include a green box with 'Mouse-over "X" to see released reasons.' pointing to the red 'X' icon, and another green box with 'Click to view CPR.' pointing to the green checkmark icon in the same row.

Weekending	CPR	Non-Performance	Package	Options
04/07/2007				
03/31/2007				
03/24/2007				
03/17/2007				
03/10/2007				
03/03/2007				

Figure 107 - CPR Log

Note: The CPR Log contains five columns. The first column shows the week-ending date. The second is the status of each Certified Payroll Report, whether submitted manually or with a file. The next column is the non-performance CPRs, followed by the packaged report, which is automatically generated at the end of each month. Finally is the Options column; it allows you to revise payroll that has been released by the Agency.

- Once finished reviewing the report, close the window.

PUBLIC WORKS PAYROLL REPORTING FORM

NAME: ☒ CONTRACTOR ☐ SUBCONTRACTOR
 CONTRACTOR'S LICENSE NO.:
 SPECIALTY LICENSE NO.:
 ADDRESS: 720 12th St, Richmond, CA 94801

PAYROLL NO. 1
 FOR WEEK ENDING 10/04/2008
 SELF-INSURED CERTIFICATE NO.:
 WORKER'S COMPENSATION POLICY NO.:
 PROJECT OR CONTRACT NO.: 06-210-15-116
 PROJECT AND LOCATION: Senior Community Center - Phase 2
 835 East 14th Street, San Leandro, CA 94545

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF V/H EXEMPTIONS (3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HRS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS								(9) NET WAGES PAID	
		SUN	MON	TUE	WED	THU	FRI	SAT				FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/HOLIDAY	HEALTH & WELF.	PENSION			
		9/28	9/29	9/30	10/1	10/2	10/3	10/4													
Roberto Casto 54 Redondo Ave Suisun City, CA 94585	ASBESTOS REMOVAL WORKER Asbestos Removal Specialist Journeyman	RT	0.00	0.00	0.00	0.00	9.00	9.00	4.00	20.00	28.17	THIS PROJECT 563.40	ALL PROJECTS 1,167.52	127.35	89.34	29.61	0.00	0.00	0.00	0.00	766.61
												TRAINING	FUND ADMIN	DUES	TRAIN SUBS	SAVINGS	OTHER*	TOTAL DEDUCTIONS			
												0.00	0.00	0.00	0.00	0.00	155.01	401.31			

Form A-1-131 (New 2-80)
 (form has been reduced to fit page)

*OTHER - Any other deductions, contributions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary

CERTIFICATION must be completed

I, Joey Ruan, the undersigned, am the OTHR with the authority to act for and on behalf of Allen Construction, Inc., certify under penalty of perjury that the records or copies thereof submitted and consisting of 1 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or

Date: 02/12/2009
 Signature:

A public entity may require a stricter and/or more extensive form of certification.















Figure 108 - CPR Preview

6.3 Replacing a Report

If your payroll has been released by the Agency or General Contractor, you may choose to replace the report with a new CPR or a Non-Performance.

In order to replace a report:

- Follow the instruction from the previous section (6.2), to view the CPR Log.
- Click on the Options icon to view the options for a particular weekending date of a CPR that has been released. If the report was a CPR, you have the option to replace it with a non-performance, or replace the entire report (Figure 109). Click the "Manual Submit" or "Non-Performance" link or (Figure 111 or Figure 112).
- Follow the applicable instructions in Chapter 5.

CPR Log				
Weekending	CPR	Non-Performance	Package	Options
04/07/2007				
03/31/2007 				
03/24/2007				
03/17/2007				
03/10/2007 				
03/03/2007				

Click for CPR options.

Figure 109 - CPR Log

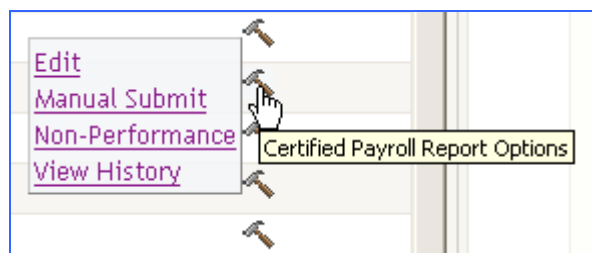


Figure 110 - Certified Payroll Report Options

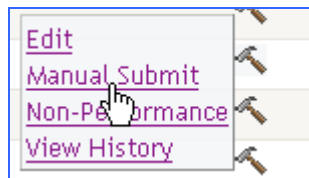


Figure 111 - Replacement Options for Certified Payroll Reports

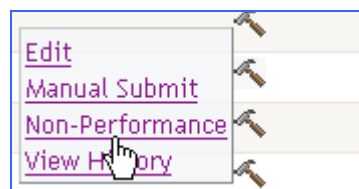


Figure 112 – Replacement Options for Non-Performance Reports

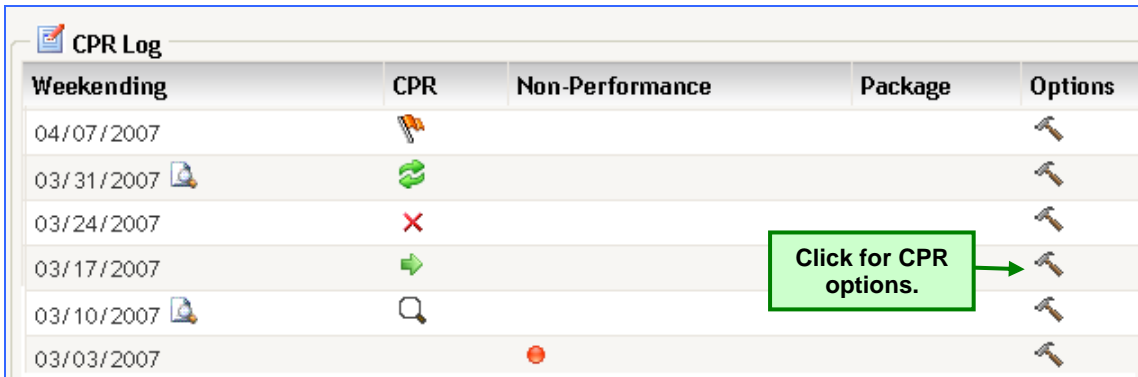
Note: Previous versions of reports will be stored in the application and are visible to both upper tier contractors, awarding bodies and The City.

6.4 Editing and Resubmitting a Certified Payroll Report

If your payroll has been released by the Agency, you may elect to edit and resubmit the report.

The edit feature should only be used

- to add an employee to a CPR
 - to correct a mistake on the day work took place
 - to remove an employee from a CPR
 - if an employee was double paid for some hours and needs to have them removed from the paycheck
1. Follow the instruction from the section (6.2), to view the CPR Log.
 2. Click on the Options icon to view the options for a particular weekending date of a CPR that has been released (Figure 113).



Weekending	CPR	Non-Performance	Package	Options
04/07/2007				
03/31/2007				
03/24/2007				
03/17/2007				
03/10/2007				
03/03/2007				

Figure 113 - CPR Log

3. Click on the “Edit” link for the CPR that needs editing (Figure 114). This will direct your web browser to the CPR Employees Screen (Figure 115).

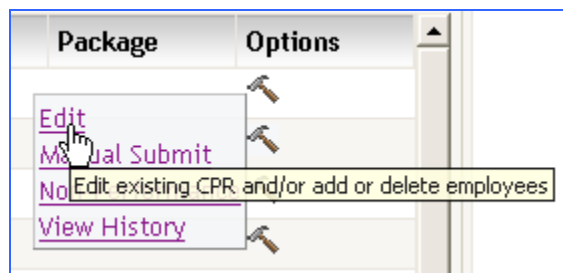
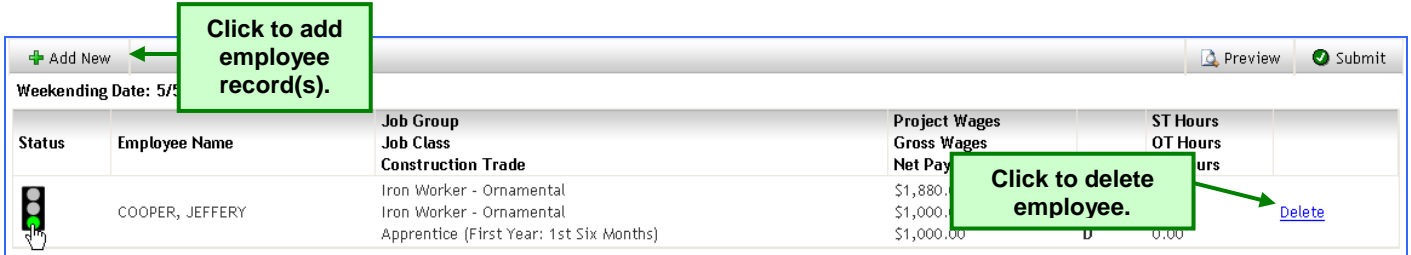


Figure 114 – Certified Payroll Report Edit Option Screen

4. Select the employee record that needs to be edited by double-clicking on the stoplight. This will open the employee’s editable payroll record.

Note: Users may also click the “Add New” button to add employees to the payroll report or the “Delete” link to remove the employee from the CPR.

5. Edit all information necessary and click “Save.” This will return your browser to the CPR Employees Screen (Figure 115).




Status	Employee Name	Job Group Job Class Construction Trade	Project Wages Gross Wages Net Pay	ST Hours OT Hours urs
	COOPER, JEFFERY	Iron Worker - Ornamental Iron Worker - Ornamental Apprentice (First Year: 1st Six Months)	\$1,880. \$1,000. \$1,000.00	0 0.00

Figure 115 - CPR Employees Screen

6. Repeat for each employee that needs editing. Once complete, click the “Preview” button and review the wages on the CPR Employee Screen or view edited report for accuracy. If reviewing in Preview, click the “Back” button.
7. If everything looks good, click the “Submit” button. This will direct your web browser to the Statement of Compliance.

Note: If you accidentally tab and hit enter, the web browser will move to the Employee’s profile record. Simply hit the browser’s Back button to return here.

8. Complete the Statement of Compliance and click the “Sign” button to open the signature window. Enter signature password and click “Sign.”

All passwords are case sensitive.

Be sure to answer question 4. If you make any changes to the Statement of Compliance after signing it, you will have to sign the document again.

9. Click “Submit” on Statement of Compliance to submit the revised CPR to The City.

APPENDIX 1 TIPS FOR CREATING AN ELECTRONIC SIGNATURE IMAGE

In order to create a user with signature privileges, contractors must create a digital image of the signature of the individual that will be signing the payroll reports electronically.

Have access to a scanner?

Please follow these steps to create a signature image.

1. Have the person authorized to sign payrolls sign a piece of paper.
2. Following your scanner's instructions, scan the signed paper.
3. The entire 8-1/2 x 11" image should appear in a dotted box. Grab the edges of this box and drag them in so that they surround only the area with the signature.
4. Save the image in one of the following accepted signature formats: .jpg, .jpeg, .gif, or .bmp, NOT PDF.

Note: Remember the name of the folder where the file was saved for easy retrieval when uploading into our system.

Don't have access to a scanner?

Please follow these steps to create a signature image.

1. Have the person authorized to sign payrolls sign a piece of paper.
2. Fax a copy of the user's signature to Kendra Batchelor, or Rosi Martinez at Hill International, Inc. (925) 913-7550 or scan your signature and email it at kendrabatchelor@Hillintl.com or rosalindamartinez@hillintl.com.

Be sure to include your contact information and e-mail address.

3. You will need to download the image from the e-mail onto your computer.
4. Then follow the instructions for uploading the file into your user account in Chapter 3, under Edit User Information.

APPENDIX 2 CUSTOMER SUPPORT

Questions

Rosi Martinez and Kendra Batchelor will be supporting you with any questions you may have getting started, entering payroll, or reporting payment information. You may contact them via phone or email: Rosi Martinez, 925-913-7550 - rosalindamartinez@hillintl.com and Kendra Batchelor (915-913-7533) – kendrabatchelor@hillintl.com

If sending an e-mail, please be sure to include the following information in addition to your question.

- Project Name
- Company Name
- Contact Number

Locked out of the MYLCM System

If you are locked out of the system, please contact Rosi Martinez at Hill International Inc. They will verify your company and will forward the information to us. You will receive a message with the temporary password.

Timing Out

For security purposes, the application will log you out after one hour of idle time. If you receive an error message after leaving the application unattended for a while, try logging out and logging back in to the application. If an error persists, refer to the following section for how to report errors.

Reporting Errors

If you encounter an error while using the system and in reviewing your steps believe that you have done everything correctly, please follow the steps below to send us the information we need to debug the application.

1. On the screen with the error, click on the View menu and select “Source” (Figure 116). This will open Notepad in a new window.

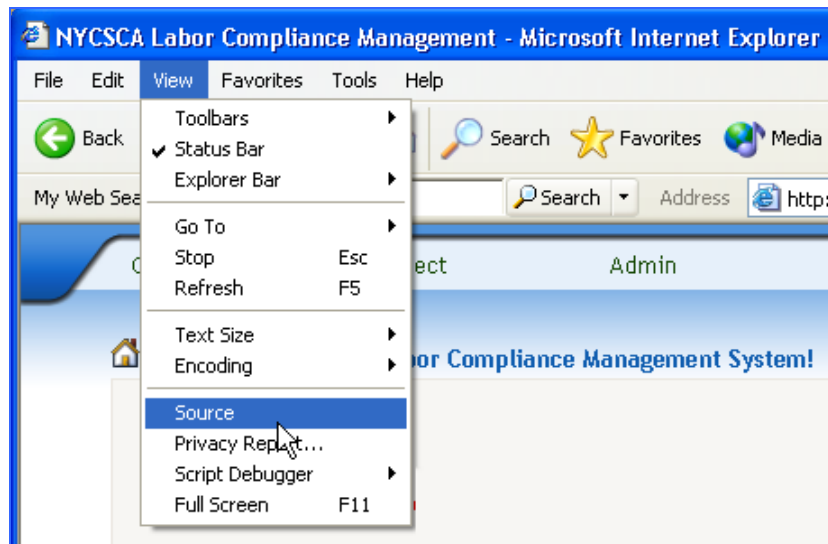


Figure 116 - View Source Menu

2. In the new window that opens, click on the File menu and select "Save As..." (Figure 117). Save the file to your computer.

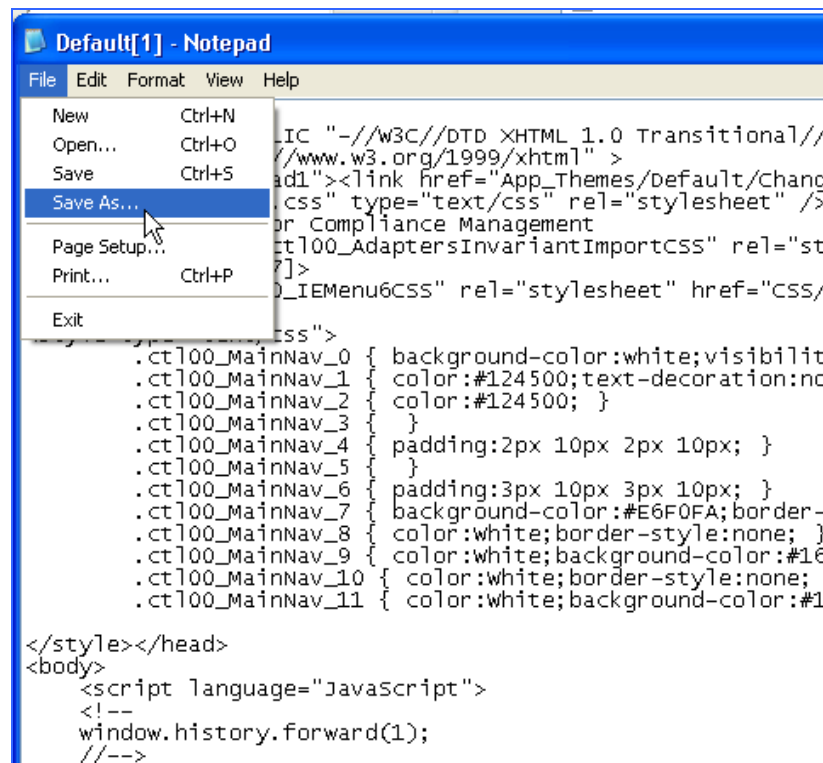


Figure 117 - Notepad Save As Screen

3. Attach the file to an e-mail and send it to either KendraBatchelor@hillintl.com or rosalindamartinez@hillintl.com. Include the following information in the text of the e-mail.

- Project Name
- URL of the screen with the error. You can either type the full website address or you can just copy this from your browser by right-clicking on the website address and selecting copy (Figure 118). In the body of the e-mail, right-click and select paste to paste the URL into the e-mail.

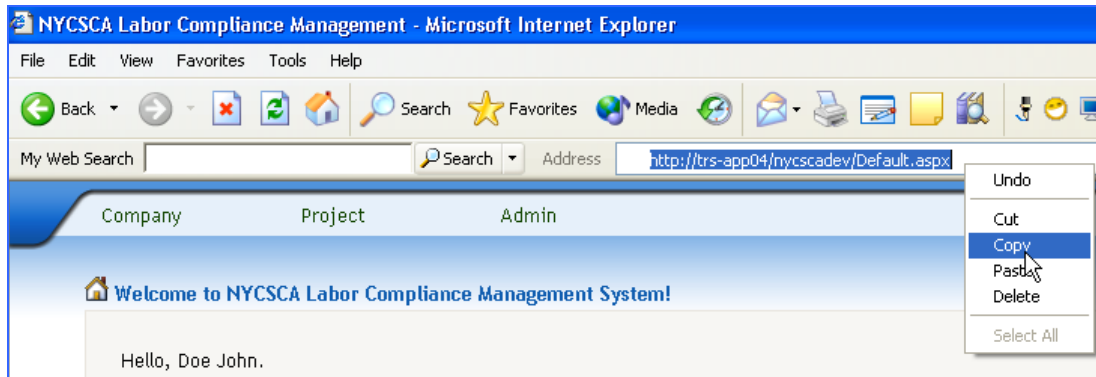


Figure 118 - Copy URL

4. You will receive an e-mail or a call back if more information is needed or if the error is resolved. It may take several days to provide an answer.